

**Telecommuting Work Scorecard**  
**For the Position of \_\_\_\_\_**

Review the topics and rate according to the scale with 1 being less likely and 5 being more likely to agree with the topic.

Rarely 1	2	Occasionally 3	4	Frequently 5	Topic:
					Satisfactory Performance Rating
					No face to face contact required
					Many report writing, data analysis or data input tasks
					Quiet atmosphere needed without constant interruptions
					Job tasks do not require direct supervision
					Job tasks do not require you to be physically located on campus
					The alternate work site provides a suitable, professional environment

Scoring: Add the numbers. The higher the number, the more likely that the job is conducive to offsite work arrangements. The highest score is 35.

Other topics to consider in “scoring” the position’s suitability for offsite work

Less Likely 1	2	Moderately Likely 3	4	More Likely 5	Job requires:
					Access to desktop files
					Access to e-mail
					Access to Department phone number
					Access to Department data bases
					Alternative computer has proper hardware and software configurations
					Access to internet

Score: \_\_\_\_\_