POSITION INFORMATION	
Job Title	Evaluation for Single Position or Group of Positions?
Classification	Department
Exempt/Non-Exempt	Appropriate Administrator

INSTRUCTIONS: This form is used to evaluate a position(s) to determine whether the core responsibilities (as described in the position description) and assigned duties support a telecommuting arrangement. Please ensure position descriptions are up-to-date and accurately reflect the duties of the position.

Section 1: If any of these questions are answered with an unqualified "yes," the position is not eligible for telecommuting/remote work.

JOB FUNCTION CRITERIA	YES	NO
Do all the core responsibilities of the position require on-site work?		
Does all of the work performed by the position require ongoing access to equipment, materials, and files that can only be accessed on campus?		

Section 2: If the answers to both questions in Section 1 are "no", please review and respond to the following questions based on the assigned duties of the position and the structure of your department.

SERVICE LEVEL CRITERIA	ALMOST ALWAYS	ALMOST NEVER	COMMENTS
If the position includes regular or sensitive interaction with others, whether coworkers, students, contractors, or other University personnel, can these interactions be performed as effectively virtually using Microsoft Teams or video conferencing?			
Is the work of other employees affected or dependent on the tasks performed by this position? If yes, can the required communication occur equally effectively if performed virtually using existing University resources?			

Can the tasks performed by this position that require face-to-face services be scheduled predictably on certain days/times of the week without exception?			
Is the need for face-to-face interaction minimal? Could telephone, video conferencing, Microsoft Teams or email interaction be an effective substitute?			
Does this position require large amounts of collaboration? Can required collaboration be effectively performed virtually using existing University resources or scheduled predictably on certain days/times of the week?			
Is there a need for specialized material or equipment that can only be accessed on-campus?			
Does this position provide on-site administrative/office support like filing, reception, office management? If yes, is coverage available for these functions without fundamentally altering the job functions?			

INDEPENDENCE CRITERIA	ALMOST ALWAYS	ALMOST NEVER	COMMENTS
Can tasks or functions be independently performed?			
Can tasks and projects be clearly defined with measurable objectives?			
Can work be scheduled/time controlled?			
Do primary tasks require large blocks of time that involve analysis, planning, data entry, reading, writing, or programming?			
Does this position or the required tasks benefit from quiet or uninterrupted time?			
Does the nature of the work require that the employee work and resolve routine problems independently?			

Can the review/management of this position's work be done effectively done remotely via email, video conferencing, Microsoft Teams or phone?			
Does intervention by the supervisor (to improve results) require in-person interaction?			

Section 3: Telecommuting Eligibility Decision

Do the current assigned duties support telecommuting?   Yes   No

If "yes", how frequently would an employee in this position be eligible to telecommute?

One Day per Week		Five Days Per Week	
Two Days Per Week		Once Every Two Weeks	
Three Days Per Week		Occasionally for a Special Project	
Four Days Per Week		Other	

Comments:

Appropriate Administrator Signature: Date: