Sample
Selection Survey For Supervisors

Teleworking is the concept of working from home or another location (e.g., telework center) on a full or part-time basis. Every supervisor/manager must fill out a questionnaire on their employees who are interested in teleworking.

Teleworking Screening Survey for Supervisors

Name __________________________

Names of employees under your direct supervision who are considered candidates for teleworking:

________________________________  ____________________________________  _________________

1. Is the work done by any of your staff as it currently exists or with modifications suitable for teleworking, at least part of the time?

   (a) Yes
   (b) No, please explain why: ______________________________________________________________

   (This completes the survey for you -- thanks!)

2. Please describe the kind of work your employees do: _______________________________

   __________________________________________________________

3. The rest of the survey should be completed for each of your employees who are interested in participating in the teleworking program. Some questions, such as those dealing with your management style, will probably have the same answers for each employee. Please rate each characteristic as either high (H), medium (M), or low (L) by placing the appropriate letter in each blank.

Some questions, however, will inevitably have different answers for different employees. Please duplicate this form for each employee.
Existing Work Characteristics
*Please rate the following according to your employee's existing job requirements and characteristics.*

- __ Amount of face-to-face contact required
- __ Degree of telephone communications required
- __ Autonomy of operation
- __ Ability to control and schedule work flow
- __ Amount of in-office reference material required

Future Work as a Teleworker
*Please rate the following job characteristics for your employee in terms of his/her adaptability to teleworking.*

- __ Amount of face-to-face contact required
- __ Degree of telephone communications required
- __ Autonomy of operation
- __ Ability to control and schedule work flow
- __ Amount of in-office reference material required

Employee Characteristics
*Please rate the following according to your employee's characteristics.*

- __ Need for supervision, frequent feedback
- __ Importance of co-workers' input to work function
- __ Discipline regarding work
- __ Desire/need to be around people
- __ Potential friction at home if teleworking (e.g. interruptions due to caring for sick child or spouse)
- __ Level of job knowledge
- __ Quality of work

Supervisor Characteristics
*Based on your attitude towards teleworking and work style, please rate the following.*

- __ Positive attitude toward teleworking
- __ Trust employee's ability to telework
- __ Ability to establish clear objectives
- __ Ability to communicate with employees

4. What criteria do you use to evaluate your employee's work? (For example: quality of work, quantity of work, timeliness, etc. Please be specific.) ___________________________
5. Considering the nature of your employee's jobs, how much would you want him/her to telework? (Circle one only)

(a) About once every 2 weeks  (d) Three days a week
(b) About once a week        (e) Occasionally for a special project
(c) Two days a week

6. What kinds of work would you expect him/her to do while teleworking? (Circle as many as apply.)

(a) Writing/typing  (f) Research
(b) Word processing (g) Talking on the phone
(c) Data management/computer programming (h) Email
(d) Administrative  (i) Field visits
(e) Reading        (j) Thinking/planning
(k) Other (please specify)