

Telework Follow-up/Progress Reporting Checklist (Director)

Directors, Managers, Supervisors and Employees must follow-up annually to determine the success of each telework arrangement! Please forward copies of these surveys to the HRO, Attn: Agency Telework Coordinator.

Name of Employee _____

Has Telework:

YES NO

_____ _____ Increased the accomplishment of your mission at your facility?

_____ _____ Improved the recruitment and retention of high-quality employees through enhancement to employees' quality of life?

_____ _____ Increased employee satisfaction, morale, and productivity?

_____ _____ Reduced absenteeism?

_____ _____ Enhanced the efforts to accommodate people with disabilities, including employees who have had temporary or continuing health problems, or who might otherwise have had to retire on disability?

_____ _____ Reduced traffic congestion and decreased energy consumption and pollution emissions?

_____ _____ Reduced the need for office space, parking facilities, and transportation costs, including costs associated with payment of the transit subsidy?

What have been other positive experiences with this telework arrangement? _____

What have been any negative experiences with this telework arrangement? _____

How are you measuring the success of this telework arrangement? _____

Do you recommend that this telework arrangement continue? _____