

**Telecommuting Evaluation**

|                |       |                           |       |
|----------------|-------|---------------------------|-------|
| Employee Name: | _____ | Date:                     | _____ |
| Title:         | _____ | District/Division/Office: | _____ |
| Supervisor:    | _____ | Current Work Location:    | _____ |

**To be completed by supervisor of the employee being considered for telecommuting, with input from the employee**

**Job Criteria**

|  | Comment on the match between the criteria to the left and this position |
|--|---|
| Work is information based, most resources needed to complete the work are available via phone, internet, computer, email, etc. |   |
| Minimal unpredictable face-to-face contact is required and most necessary "customer service" is via telephone and/or email     |   |
| Independent work assignments such as data entry, computer programming, report or proposal generation, research or analysis     |   |
| Productivity will be monitored/measured by outcomes and output   |   |
| Adequate work unit coverage is still available if this employee works at an alternative worksite                               |   |
| Other:   |   |

### Telecommuting Evaluation

#### Telecommuter Criteria

|   | Comment on the match between the criteria to the left and this employee |
|---|---|
| Strong performer  |   |
| Possesses advanced knowledge about job duties and responsibilities                          |   |
| Comfortable with technology   |   |
| Dependable, trustworthy   |   |
| Well-organized/self-directed (demonstrated ability to manage own time and work)             |   |
| Demonstrated ability to solve own problems – low need for assistance from manager or others |   |
| Low need for daily social interaction with coworkers  |   |
| Effective communicator – keeps supervisor co-workers informed and up-to-date on projects    |   |
| Other:  |   |

**Telecommuting Evaluation**

**Work Environment Criteria**

|  |   |
|--|---|
|  | Comment on the match between the criteria to the left and the proposed work environment |
| The proposed telecommuting arrangement is not a permanent alternative for child or other care, or to carry out another "job" |   |
| A separate, safe work area is available so the employee can focus on work without distractions or threat of injury           |   |
| The alternative worksite has reliable access to high-speed internet  |   |
| Other:   |   |

**Technology Criteria**

|   |  |
|---|--|
|   | Comment on the availability of the technology required to make this arrangement possible |
| A MoDOT-issued laptop is available for this arrangement |  |
| Other technology requirements for this arrangement:     |  |

**Supervisors must consult with Information Systems on the required technology**

|  |      |
|--|------|
| <hr/>  |      |
| IS Telecommuting Review and Signature<br><i>(Todd Walters and/or District IS representative has reviewed and made recommendations on the technology required for this arrangement)</i> | Date |
| <hr/>  |      |
| Employee Signature   | Date |
| <hr/>  |      |
| Supervisor Signature   | Date |

### Telecommuting Evaluation

To be completed by the District Engineer/Division Leader/State Engineer or designee responsible for approving the proposed telecommuting arrangement

#### Supervisor Criteria

|   | Comment on the match between the criteria to the left and the current supervisor of the proposed telecommuter |
|---|---|
| Demonstrated ability to effectively manage others |   |
| Well-organized                                    |   |
| Effective communicator                            |   |
| Empowers and trusts employees                     |   |
| Manages by results                                |   |
| Embraces concept of telecommuting                 |   |

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
District Engineer/Division Leader/State Engineer or Designee Signature Date

The supervisor should retain this original agreement, and provide one copy to the local Human Resources office and one copy to Central Office Human Resources.