

Telework in The Workplace

(WORK FROM HOME)

Question to Address:

Why do you want to telework? Is it personal?

Can the job functions be performed at the telework location?

How do you think your teleworking will benefit your office and organization?

What are the work habits that will help you be a successful teleworker?

Where is your proposed telework location?

Suggest a telework schedule with your supervisor

What space and equipment are available at that telework location?

Will your cost increase?

Think about the tasks you can complete while teleworking

How do you think your manager/supervisor will know you are being productive?

How will you communicate with your customers, managers, and co-workers?

Will your past performance evaluation hurt your request for telework?

