



Telework and Flexible Work Suitability Checklist for Supervisors

This checklist provides supervisors with a tool to evaluate employee readiness for a teleworking/flexible work schedule assignment. Supervisors should complete this evaluation based on multiple factors including, but not limited to, the employee’s most recent Full Cycle Performance appraisal, the conduciveness of the position to teleworking/flexible work scheduling, their perception of the employee’s likelihood to be successful in a teleworking/flexible work environment, and the perception of their ability to successfully supervise someone in a teleworking/flexible work environment.

Employee Name:		Position Title:	
<i>Instructions: Circle the most accurate answer for each statement</i>			
Yes	No	The employee has consistently met or exceeded performance expectations.	
Yes	No	The employee has met or exceeded expectations on their most recent full-cycle performance appraisal.	
Yes	No	The employee does not have an active disciplinary action on file or is on an active performance improvement plan.	
Yes	No	The employee is not currently serving a probationary period. (If no, further review by division approver and HR may be required.)	
Yes	No	The employee has demonstrated the ability to work with minimal oversight.	
Yes	No	The employee communicates proactively and effectively with managers, colleagues and, if applicable, direct reports.	
Yes	No	The employee has demonstrated an understanding of role expectations, policies and procedures.	
Yes	No	The employee manages time effectively and consistently meets deadlines.	
Yes	No	Position is suited for full-time teleworking/flexible work assignment.	
Yes	No	Position is suited for part-time or occasional teleworking/flexible work assignment.	
Yes	No	Position is suited for teleworking/flexible work assignments during emergencies.	
Decision :		Approved to telework (check box)	<input type="checkbox"/> YES <input type="checkbox"/> NO

Answering “no” to any of the checklist questions may mean that the employee who has made the request is not prepared for a teleworking/flexible work schedule assignment. Supervisors must consult with their immediate supervisor and/or HR for guidance and assistance when an employee is not approved for a teleworking/flexible work schedule assignment.



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