

Employee Telework Trial Assessment

NAME	
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FREQUENCY OF COMMUNICATION WITH SUPERVISOR

TYPE	DAILY	2-4	ONCE	NONE
In person—scheduled meetings				
In person—informal meetings				
Formal memos				
Telephone calls				
Faxes or e-mail				
Instant messaging				

CONNECTIVITY DOWNTIME – Contact Sq IT for downtime issues or VPN connection issues.

DOWNTIME	START	END	MINS. DOWN	Comments
VPN				
Local Internet				
Power				
Video (If applicable)				
Other Anomalies:				
Other Anomalies:				

IMPACT ON WORK ACCOMPLISHMENT

AREA	NONE	MINIMAL	SIGNIFICANT
Productivity			
Collaboration			
Email Communication			
Telephonic Communication			
Conducting Business w/o Interruption			
Communication w/Customers			
Access to Network Drives and Systems			
Government Furnished Equipment			
Availability			
Overall Impact			
Additional Comments:			