**2021 OCAA Conference Handout**

**Sample Form: Considerations for evaluating an employee for remote work**

1. Does the employee have effective written and verbal communication skills?

Yes  No

(Yes means that during COVID remote work, the employee has able to adequately communicate through acceptable means with their supervisor, coworkers and other contacts as needed in the performance work.)

1. Is the employee self-directed?

Yes  No

(Yes means that during COVID remote work, the employee demonstrated that they’re capable of being productive with minimal oversight from supervision.)

1. Has the employee demonstrated that they remain available during COVID remote work?

Yes  No

(Yes means that during COVID remote work, the employee demonstrated that they were available during their stated work hours.)

1. Has the employee demonstrated that they can use the needed technologies for remote work?

Yes  No

(Yes means that the employee has made use of appropriate technology to be productive while working remote and not creating a burden for other employees.)

1. Can the employee work in an environment with little structure?

Yes  No

(Yes means that the employee is able to remain focused on work even if not in an office environment.)

1. Is the employee on any level of active discipline or on a performance improvement plan?

Yes  No

1. Has the employee been productive during COVID remote work?

Yes  No

(The employee produced a sufficient quantity of good quality work during COVID remote work.)