Telecommuting Assessment Checklist

1. Workspace

☐ Dedicated workspace identified

☐ Workspace is quiet and free from distractions

☐ Suitable desk and chair

2. Equipment & Technology

☐ Computer/laptop available

☐ Reliable internet connection

☐ Access to necessary software/tools

☐ Phone or VoIP capability

3. Security & Privacy

☐ Ability to maintain data confidentiality

☐ Secure storage for documents/devices

4. Communication

☐ Access to email and messaging apps

☐ Video conferencing capability

5. Self-Management

☐ Able to manage time independently

☐ Self-motivated and disciplined

Additional Notes