

EMPLOYEES' KEYS TO TELEWORK SUCCESS

Authored by:
California Information Technology
Managers Academy, Class XVI



"California IT – A Commitment to Green"

May 2009



California Information Technology Managers Academy (ITMA)
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- **Be honest with yourself** and determine if you are a good candidate for telework.
 - Assess the pros and cons of a telework arrangement and consider the following at a minimum:
 - Can your job tasks be accomplished in a telework environment?
 - Are you comfortable using remote access technologies?
 - Is your proposed telework office suitable for the work to be accomplished?
 - Do you need to make arrangements to remove any distractions that may prevent you from completing the work?
 - Are you able to work independently?
 - Are you self motivated?
 - Are you results oriented and well organized?
 - Are you disciplined enough to leave work at quitting time?
- **Follow the governance** for your Agency telework program
 - Consult the telework coordinator to learn about the telework program in your Agency
 - Understand and commit to the conditions of the telework agreement you sign to document telework arrangements
 - Office location, schedule, job tasks, inventory of equipment, contact information and safety certification
- **Refer to your Agency telework policy** to become familiar with all major program rules and discuss any questions you may have with your manager and telework coordinator.
- **Keep up your end of the bargain.** If you experience problems with the telework arrangement, communicate with your manager immediately to resolve them.



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- **Attend training** for employees to stay abreast of program rules and any changes.

- **Assess your own performance**
 - Address any challenges that may arise with your manager as soon as they occur to prevent bigger problems down the road.
 - Compare your telework performance to your performance in the office
 - Be open to making adjustments that keep your performance at an acceptable level.

- **Plan your work** away from the office
 - Make sure all equipment is in good working condition
 - Be sure to notify your manager of any changes to your contact information
 - Have all documents needed to avoid unplanned trips to the office

- **Be proficient** using technology, standard equipment and any needed supplies for the telework environment
 - If needed, get the appropriate training and be sure you have a contact for technology support if it's needed.

- **Keep lines of communication open** with your manager and co-workers in the office or in other telework areas
 - Be on time for planned meetings (i.e., conference calls)
 - Be available at the times you are scheduled