

## CHECKLIST TO ASSESS APPLICATION OF HOME-BASED WORK

The supervisor should review the request against the strength of the business/personal case for home-based work. The following criteria will help supervisors to make a decision whether to support the request further. They comprise:

- Eligibility Criteria
- Suitability Criteria
- The applicant's home circumstances

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Dept: \_\_\_\_\_

To be completed by the Applicant:

1. Outline the request, reason, and potential effective date.
2. Complete the assessment checklist for discussion with supervisor.
3. Attach home / on-site work plan.

	Agree	Disagree	Comment
<b>Eligibility Criteria</b>			
Will the service to internal or external customers be unchanged or positively affected by the proposal?			
Can clear objectives and measureable outputs be agreed upon and monitored?			
Can work be carried out as effectively as in the office, without compromising the level and quality of service?			
Is access to the GSSD's intranet essential to the position?			
Is it possible to establish effective communication arrangements so that the service is not negatively affected?			
Will there be no extra costs associated with the arrangement, other than those of providing standard equipment?			
<b>Suitability Criteria</b>			
Is the applicant self-disciplined?			
Is the applicant self-motivated?			

	Agree	Disagree	Comment
Has the applicant demonstrated flexibility?			
Does the applicant require minimal supervision?			
Is the applicant a good manager of time and workload?			
Is he/she able to operate on his/her own initiative?			
Is the applicant a good communicator?			
Are the applicant's IT skills of a level that helpdesk support will be sufficient?			
Did the employee have an above satisfactory performance in their most recent performance review?			
Would the new working arrangements leave team morale unaffected, or improve it?			
Would the new working arrangements leave team effectiveness unchanged, or improve it?			
Would the new working arrangements leave level of service provision either unchanged or improved?			
<b>Nature of Home Circumstances</b>			
Does the employee have suitable space for working?			
Can the employee ensure security/confidentiality of data?			
Can any dependants be managed in such a way that they do not interfere with home-based working?			

Cost/Benefits:

Supervisors Assessment Statement:

Is home-based working recommended and supported?

Supervisor \_\_\_\_\_ Yes / No

Manager \_\_\_\_\_ Yes / No

Superintendent \_\_\_\_\_ Yes / No