



TEXAS WOMAN'S UNIVERSITY

Supervisor's Telecommuting Employee Assessment

This employee assessment should be completed every six months for each individual employee participating in telecommuting.

Employee Name: Assessment Period: From: To:
Department: Position Title:

1. How often do you currently communicate with this telecommuter?

At least one/day 2-4 times/week About once/week Other

2. Indicate whether you agree with the following statements.

Completes projects, tasks and assignments effectively and timely.

Exceptional Highly Effective Proficient Inconsistent Unsatisfactory

Meets agreed upon scheduled core hours.

Exceptional Highly Effective Proficient Inconsistent Unsatisfactory

Demonstrates flexibility with accepting and meeting new challenges.

Exceptional Highly Effective Proficient Inconsistent Unsatisfactory

Effectively utilizes technology and university resources (i.e. Skype, Teams, virtual meetings)

Exceptional Highly Effective Proficient Inconsistent Unsatisfactory

Communicates effectively and timely with supervisor.

Exceptional Highly Effective Proficient Inconsistent Unsatisfactory

Communicates effectively and efficiently with peers, students, and customers.

Exceptional Highly Effective Proficient Inconsistent Unsatisfactory

Ability to work independently.

Exceptional Highly Effective Proficient Inconsistent Unsatisfactory

Additional comments:

Supervisor Signature: Date:

Employee Signature: Date: