• **Ideal Job Characteristics for Telecommuting**
  - Little face-to-face interaction is necessary
  - Tasks are well-defined and can largely be accomplished using a computer and telephone at home (e.g. writing, planning, software development, telephoning)
  - Work outputs can be measured
  - Blocks of uninterrupted time increase productivity

• **Ideal Employee Characteristics for Telecommuting**
  - Self-motivated, self-disciplined, self-directed, requires minimal supervision & instruction
  - Strong time management and organizational skills
  - Strong communicator – uses technology effectively
  - Has a home environment free of distractions
  - Highly motivated to make telecommuting work

• **Telecommuter Responsibilities**
  - Set up and furnish their home work space (ideally a room with a door), including purchasing, maintaining and repairing home office equipment
  - Report any injuries that occur while working at home
  - Maintain the confidentiality of documents and other materials
  - Make any needed dependent care arrangements
  - Non-exempt employees must accurately record all hours worked while telecommuting

• **Tips for Managing Telecommuters**
  - Not everyone is suited to working remotely
  - Not every job is suited to remote work
  - Focus performance on results
  - Set clear goals, expectations and accountabilities
  - Establish trust through open communication
  - Review the relationship on a regular basis to ensure it continues to work for you and the employee
  - Encourage remote employees to participate actively in meetings and to reply promptly to electronic messages
  - Ensure they have the necessary equipment and software