



# Eligibility Checklist

Employee Name:

Date:

<b>Position</b>	<b>Yes</b>	<b>No</b>	<b>Sometimes</b>
Tasks can be done independently with minimal supervision			
face -to- face contact that cannot be achieved via alternate online methods is minimal			
Use of special facilities or equipment not available at alternative worksite is minimal			
Tasks completed are measurable deliverables based on quality and quantity			
Works with confidential, classified, proprietary information (possibly on restricted networks)			
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<b>Employee</b>	<b>Yes</b>	<b>No</b>	<b>Sometimes</b>
Performance is currently meeting expectations or above			
Received documented verbal working or written disciplinary action within 12 months			
Works and solves problems independently			
New hire currently on probation			
Good verbal and written communication skills			
Organizational skills meets/exceeds expectations			
Experience and skill level meets/exceeds expectations			
Able to be agile and flexible as change occurs			