

**University of Maryland Libraries  
Personnel Programs  
Telework Evaluation**

**Supervisor's Evaluation Form**

**Summary**

Teleworking can have an immense and positive impact on an employee's personal and professional life. We are interested in your perception of whether the teleworker you supervised has experienced changes since they started to telework. In addition to you completing the survey, we are asking all teleworkers to complete the survey as well in order to gauge their experiences and views as they participate in the program. If you should have questions about the policy, you can find it at:

<http://www.lib.umd.edu/ASD/LPO/telework.html>.

Please give the name of the library staff member in your department that is participating in the UM Libraries Telework Program \_\_\_\_\_

*(If there is more than one person you supervise, please fill out a form for each person)*

Please return this survey to Johnnie Love, Coordinator of Personnel Programs by **Friday, November 12.** Your responses will remain completely confidential.

**A. How long has the library staff member in department been officially participating in the Telework Program?**

  2   less than one year      3   One year      4   Two years

**B. How frequently do you discuss and/or make adjustments in this person's telework schedule?**

3) 3 or 4 times per year

4) In the beginning-frequent, later-seldom

6) Have not needed to do this.

7) Infrequently-schedule fairly well set by now.

8) Rarely

13) We will review this in December or January. (She has only been doing this for two months.)

14) 3 or 4 times per year

**C. What is the greatest challenge you have faced in supporting the Telework Program? Check the answer that best describes your challenges.**

1.   1   **Accessing files on the LAN from off-campus**

    3) I have had no problems supporting this program.

    7) Initially; now solved

    14) I have had no problems supporting the Telework program.

2.   1   **Inability to maintain the telework schedule due to commitments in the office.**

3. \_\_\_\_\_ **Ability to effectively communicate with coworkers, other supervisors and staff the teleworker supervises on telework days.**

4.   1   Please describe other challenges

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- 6) I have not had any challenges with the program.
- 8) None of the above
- 12) None
- 13) None

**D. What has been the biggest benefit for the teleworker as you perceive it for participating in the Telework Program?**

- 3) Ability to do creative work, such as writing articles or book reviews, without interruption by coworkers, desk schedules, etc.
- 4) Reduced trips to campus/time wasted commuting
- 6) Convenience has resulted in greater work productivity.
- 7) Not having to commute. Baltimore=College Park, one day a week
- 10) Uninterrupted work time
- 12) Improved morale
- 13) Improved morale.
- 14) Uninterrupted blocks of time for creative work. Most recently Beth has been preparing her personal statement and dossier for submission in October.

**E. Do you see yourself continuing to supervise someone in the telework program?**

  7   Yes, indefinitely      2   Yes, until the end of my next evaluation cycle  
(PRD, PRC)           No

**F. How do you acknowledge the fact of participation of the teleworker in his/her performance review?**

- 3) Participant is a library faculty member. It has not been mentioned in the PRC evaluation.
- 4) As an experiment with plusses and minuses.
- 6) If it's not a concern, there is no need to include it.
- 8) Is irrelevant
- 12) I have not considered this yet.
- 13) I have not considered this yet.
- 14) Has not been mentioned in Peer Review Committee discussion.

**G. What changes have you observed in this person's performance and productivity?**

**For each item listed below, please indicate how you rate change using the scale provided. Place a check mark in the box that best describes your perception of the change teleworking has made in the life of your staff member.**

<b>Rating Scale</b>	<b>(1) Much better than before</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)No change from before</b>	<b>(5)</b>	<b>(6)</b>	<b>(7) Much worse than before</b>	<b>Don't Know</b>	<b>?</b>	<b>N/A</b>	<b>Left Blank</b>
1. Flexibility to coordinate his/her work schedule.				3					2		4
2. Balance between his/her work and personal life			1	1				2			5
3. Control over his/her work environment			4	1							4
4. Ability to coordinate an effective schedule with staff of his/her work team				4	1						4
5. Social interaction with his/her coworkers				4	1						4
6. Interaction with teleworker's colleagues on work-related matters				5							4
7. Feedback from staff on teleworker's job performance				5							4
8. Teleworker's job satisfaction has improved		2	2	1							4
9. Teleworker's ability to give direction/feedback to employees they supervise				3	1						5
10. Quality of service provided by the teleworker to his/her customers				4	1						4
11. Quality of the work the teleworker produces		1		4							4
12. Supervisor's overall impression of work productivity (including all work days, in and away from the office)		1		3	1						4
13. Teleworker's attendance at important library meetings				4	1						5
14. Teleworker's ability to communicate with me as his/her supervisor when I experience difficulties with their work on telework days			1	4							4
15. Ability of the teleworker to meet deadlines			1	4							4
16. Teleworker's ability to complete work without having to work overtime			1	3				1			4
17. My perspective of teleworker's feelings of belonging to the organization.			1	4							4
18. The level of support I provide to the teleworker.				5							4

**Comments listed here support questions in the chart.**

3) Barbara is performing well in all areas (librarianship, service and scholarship/creativity). She came under my supervision in September 2003 with a telecommuting agreement already in place from her previous supervisor. I have no basis to compare her work before and after telecommuting.

4) The telework program was a good experiment for this worker, but work demands limited usefulness. It will not be continued into the following year.

7) **Question 13:** Occasionally happens, but teleworker will change telework days for essential meetings.

10) **Question 13:** Since telework day is Friday. There's not usually anything important scheduled.

**Question 16:** Librarians work to the job and although "standard" work week is 40 hours, most librarians work more than that and overtime isn't pertinent.

12) It is too early in the teleworking arrangement to make any judgements about this.

13) It is too early in the teleworking arrangement to make any judgements about this.

14) Beth is performing very well in all areas. She came under my supervision in September 2003 with a telecommuting agreement already in place from her previous supervisor. Thus I have no basis on which to compare her work before and after.

**Do you have any suggestions for improving our Telework Program in our organization?**

3) No

12) I'm not sure how relevant it is to librarians as a class of worker in the Libraries.

13) I'm not sure how relevant it is to librarians as a category of worker in the Libraries.

14) No

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Signature of Supervisor

Date

*If you have any questions about this survey, please contact Johnnie Love at X5-9048 or [jlove1@umd.edu](mailto:jlove1@umd.edu). Thank you for your assistance in completing this evaluation.*