

is Telecommuting

right for you?

ALSO KNOWN AS TELEWORKING, working from home, remote work or flexible workplace, telecommuting is a work arrangement where you work from home or a remote office instead of traveling to an office. This is a great option, especially for rural Utahns, where jobs can be scarce and the commute can be long.

QUESTIONS to determine if telecommuting could be right for you:

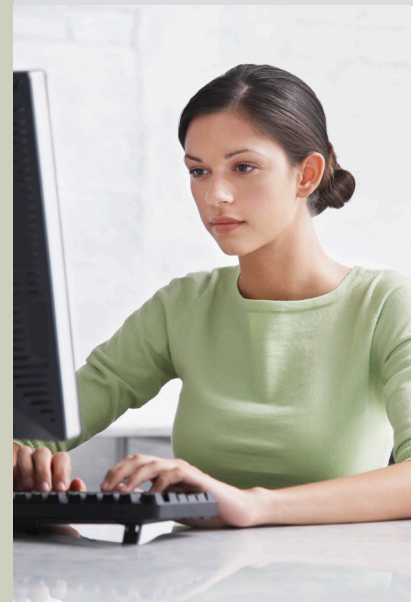
- Can you create a dedicated work space in your home?
- Do you have child care arrangements for any children living at home?
- What is your typing speed? You can test your typing speed at typingtest.com.
- Are you comfortable speaking with people on the phone?
- Do you have a computer, high speed internet service, a home phone or cell phone and other equipment needed to be successful as a telecommuter?
 - ◊ If not, what resources do you have to purchase the equipment?

QUESTIONS to ask a potential employer before accepting a telecommuting position:

- Is this position fully remote, co-located, hybrid, flexible or co-working?
- Will this work be considered self employment and will I be responsible to pay state and federal income taxes on my earnings?
- Will there be times when I'm required to travel into a physical office?
- What resources are available for technical support with computer hardware, software, telephone, etc.?
- What are the expected work hours? Do I need to be available to people in another time zone?

TELECOMMUTING BENEFITS

- Time and cost savings from eliminated commute
- Increased flexibility
- Improved work productivity



TELECOMMUTING DOS AND DON'TS

DO

- Create a comfortable work space so you can focus and be productive.
- Ensure you have child care plans for children living in your home.
- Schedule set work hours, including lunch breaks.
- Remember to stand up and to take breaks.
- Stay connected to your coworkers via phone, Messenger, email or other tools.
- Stay organized. Ensure all the equipment you need for work is ready to go.

- Tell your supervisor if you need to pick up or drop off kids or go to an appointment.
- Secure your work computer, files and data.

DON'T

- Don't work in your pajamas. Dressing for the job helps you be more focused and productive.
- Don't turn on the TV or watch shows online.
- Don't spend your day doing household chores.
- Don't get stuck — occasionally work in remote locations if needed, like a coffee shop or library.
- Don't let your professionalism slip.

Find a telecommuting job at jobs.utah.gov.

On the job search page, click the box for "Telecommute Jobs Only."

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