



Telework Self-Assessment

A successful telework employee has particular traits, a job suitable for telework and a work site that is conducive to the work assigned. A self-assessment helps an employee interested in telework decide whether telework is right for them. See the bottom of page three (3) for help in evaluating your self-assessment.

1. Successful telework employees develop regular routines and are able to set and meet their own deadlines. Are you self-motivated, self-disciplined, and able to work independently; can you complete projects on time with minimal supervision and feedback, and are you productive when no one is checking on you or watching you work?

Always Usually Sometimes Not really

2. Do you have strong organizational and time-management skills; are you results-oriented; will you remain focused on your work while working at an alternate site and not be distracted by television, housework or visiting neighbors; do you manage your time and workload well, solve many of your own problems and find satisfaction in completing tasks on your own; are you comfortable setting priorities and deadlines; and do you keep your sights on results?

Always Usually Sometimes Not really

3. Are you comfortable working alone; can you adjust to the relative isolation of working at home; will you miss the social interaction at the central office on your telework work days; do you have the self-control to work neither too much nor too little; and can you set a comfortable and productive pace while working at an alternate site?

Yes No

4. Telework employees should have a good understanding of the organization's "culture." Are you knowledgeable about your organization's procedures and policies; have you been on the job long enough to know how to do your job in accordance with your organization's procedures and policies; and do you have well-established work, communication, and social patterns at the office?

Yes No

5. Do you have an effective working relationship with coworkers; have you determined how to provide support to coworkers while working remotely; and have you and your supervisor evaluated the effects of your telework days and those of your coworkers in maintaining adequate in-office communication?

Yes No

6. Are you adaptable to changing routines and environments; have you demonstrated an ability to be flexible about work routines and environments; and are you willing to come into the office on a regularly scheduled telework day if your supervisor, co-workers, or customers/students need you there?

Yes No

7. Are you an effective communicator and team player; do you communicate well with your supervisor and co-workers; are you able to express needs objectively and develop solutions; and have you developed ways to communicate regularly with your supervisor and co-workers that you can use when you work at an alternate location?

Yes No

8. Current job performance is a strong indicator of your potential success as a telework employee. Consider how any problems or developmental needs evident in your last performance evaluation might affect your telework experience. Are you successful in your current position; do you know your job well, and do you have a good track record of performance?

Yes No

9. Do you have the right job for telework? (check all that apply)

Job responsibilities that can be arranged so that there is no difference in the level of service provided to the customer.

Minimal requirements for direct supervision or contact with the customer.

Low face-to-face communication requirements with the ability to arrange days when communication can be handled by telephone or e-mail.

Minimal requirements for special equipment.

Ability to define tasks and work products with measurable work activities and objectives.

Ability to control and schedule workflow.

Tasks include those that could be done away from the office such as:

Analysis

Auditing

Reports

Batch Work

Calculating

Data Entry

Design Work

Dictating

Drafting

Editing

Evaluations

Field Visits

Graphics

Project Management

Reading

Record Keeping

Research

Telephoning

Word Processing

Writing

10. Do you have an appropriate telework environment?

A safe, comfortable workspace where it is easy to concentrate on work.

The level of security required by the institution.

- A private workspace where confidentiality cannot be overheard.
- The necessary office equipment and software that meet agency standards.
- A mobile phone that has good cell service and an activated voicemail.
- Household members who will understand you are working and will not disturb you.
- Reliable internet connection.

Employee Signature

Employee Printed Name

Date

Evaluate Your Self-Assessment

Are you the right kind of worker?

If your answers to Questions 1 through 8 are “Always” or “Yes,” you’re the kind of employee likely to be successful at telework.

Do you have the right kind of job?

You should be able to check every item under Question 9.

Do you have the right home environment?

You should be able to check every item under Question 10.