

Teleworker Self-Assessment

This self-assessment will help you answer the question – *Is teleworking right for me?* The assessment covers four main areas that impact your ability to work from home:

- Position Assessment – are your *job-tasks* suitable for teleworking?
- Collaboration Assessment – are your *collaboration-needs* suitable for teleworking?
- Employee Assessment – are *you* well suited for teleworking?
- Home Office Assessment – is your *home* a suitable place for you to work?

There are no “right” or “wrong” answers; rather your responses will help you identify things you may need to be aware of *before* you begin teleworking, or you may determine that teleworking is just not for you. You may also determine that you may or may not telework as frequently as you would like. Once you complete the self-assessment, it’s a good idea to review and discuss the results with your supervisor as part of your organization’s telework application process.

1.0 Job-Tasks Assessment

Criteria	Agree	Disagree
1.1 Many of the tasks/duties can be performed autonomously, (e.g. research, data entry).		
1.2 You do not use any special equipment that is only available at the office.		
1.3 The information or materials needed to perform the job/tasks can be accessed remotely.		
1.4 You do not perform tasks that require frequent supervision.		
1.5 The quantity and quality of performance are easily determined or measured.		
1.6 You perform daily tasks at your work location that others are cross-trained to do.		
1.7 You do not work with confidential or classified information that can be physically taken out of the office or accessed remotely.		

1.0 Job-Tasks Assessment

Criteria	Agree	Disagree
1.1 You do not frequently participate in meetings (e.g., staff meetings, project meetings, team meetings, company meetings)..		
1.2 You do not receive important or time-dated materials in your physical inbox (not email).		
1.3 You do not persuade, counsel, coach, or advise others in a manner that requires face-to-face contact.		
1.4 You do not engage in spontaneous brainstorming or team-based problem-solving.		
1.5 You do not perform services for customers and co-workers in the office (e.g., front office reception).		

3.0 Employee Assessment

.Criteria	Agree	Disagree
2.1 Self-directed, good at working independently with minimum supervision.		
2.2 Good performance ratings.		
2.3 Good organizational skills.		
2.4 Good time management skills.		
2.5 You need for social interaction in the office is low.		
2.6 Familiar with job requirements.		
2.7 You consider yourself fairly competent with common technology.		

4.0 Home Office Assessment*

.Criteria	Agree	Disagree
3.1 Suitable area in home to dedicate to working, such as a spare room (preferably with a door that can be closed).		
3.2 There are no significant distractions or activities that would make working at home difficult.		
3.3 Suitable dependent care arrangements are in place (leave blank if not applicable).		
3.4 Work area meets the Telework-Home Office Safety Checklist.		
3.5 High speed Internet access is available.		
3.6 Dedicated telephone access, such as a 2 nd phone line or cell phone that can be used for work purposes.		

*If you frequently answered “Do Not Agree” in one or more of these areas you may not be able to participate in a telework program or you may be limited in terms of how frequently you can telework.. If you are planning on participating in a telework program you will need to discuss how you will address any of the areas that you answered “Do Not Agree” to with your supervisor, If you can not address these areas you may want to discuss the possibility of working at a local telework center with your supervisor. For more information about the region’s network of telework centers, go to www.wmtc.org.

Next, list each of the areas that you rated as “No,” then use the space below to briefly describe the current situation and proposed solution(s) for each one. See example below.

No.	Descriptions and Solutions
1.1	Description of Current Situation: Several projects I’m involved in require frequent collaboration with others who are in the office.
	Proposed Solution (s): I will make sure my coworkers know how to reach me when I’m teleworking and that I am accessible to them at all times.
	Description of Current Situation:
	Proposed Solution (s):
	Description of Current Situation:
	Proposed Solution (s):
	Description of Current Situation:
	Proposed Solution (s):
	Description of Current Situation:
	Proposed Solution (s):