



Is Teleworking Right for You? Employee Self-Assessment Tool
(to be completed by employee prior to seeking telework arrangement)

A successful telework employee has a job suitable for telework and a telework-ready office. Read each of the sections below and check the box that most accurately describes you or your situation. Your self-assessment will help you decide whether telework is right for you.

1. Successful telework employees develop regular routines and are able to set and meet deadlines.

- Are you self-motivated, self-disciplined and able to work independently?
- Can you complete projects on time with minimal supervision and feedback?
- Are you productive when no one is checking on you or watching you work?

Always Usually Sometimes Not really

2. Telework employees have strong organizational and time-management skills.

- Are you results-oriented?
- Will you remain focused on your work while teleworking 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? Do you keep your sights on results?)

Always Usually Sometimes Not really

3. Telework employees are comfortable working alone.

- Can you adjust to the relative isolation of working at home?
- Can you go without the social interaction at the central office on your telework days?

Yes No

4. Do you have the self-control to work neither too much nor too little; can you set a comfortable and productive pace while working at home?

Yes No

5. 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?
- Do you have well-established work, communication and social patterns at the office?

Yes No



6. Telework employees should have effective working relationships with coworkers.
- Have you determined how to support coworkers while working at home?
 - 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

7. Telework employees need to be adaptable to changing routines and environments.
- Have you demonstrated an ability to be flexible about work routines and environments?
 - Are you willing to come into the central office on a regularly scheduled telework day if your supervisor, coworkers or customers need you there?

Yes No

8. Telework employees need to be effective communicators and team players.
- Do you communicate well with your supervisor and coworkers?
 - Are you able to express needs objectively and develop solutions?
 - Have you developed ways to communicate regularly with your supervisor and coworkers that you can use when you telework?

Yes No

9. Current job performance is a strong indicator of your potential success as a telework employee. Consider how any problems or developmental needs might affect your telework experience.
- Are you successful in your current position?
 - Do you know your job well?
 - Do you have a track record of performance?

Yes No

10. Does your role require a telework arrangement? Consider if an altered work day could provide the flexibility you need. If your role is student-facing, consider if it would be helpful to instead negotiate a different schedule to manage your workload.

Yes No

11. Do you have the right job for telework?
- Job responsibilities that can be arranged so there is no difference in the level of service provided to the customer.
 - Your “customer” is an adult employee.
 - Minimal requirements for direct supervision or contact with the customer.
 - Few face-to-face communication requirements with the ability to arrange days when communication can be handled by virtual meetings, telephone, or email.
 - Your role requires little to no interaction with residential students.
 - Minimal requirements for special equipment.
 - Ability to define tasks and work products with measurable work activities and objectives.



- Ability to control and schedule workflow.

Yes No

12. Do you have an appropriate telework environment?

- A safe, comfortable workspace where it is easy to concentrate on work and where household members understand you are working and will not disturb you.
- The level of security required by NCSSM.
- The necessary office equipment and software that meet agency standards.
- A telephone, with a separate home office line if required, and an answering machine or voicemail.

Yes No

Are you the right kind of worker?

If your answers to Questions 1 through 10 are “Always,” “Usually” 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 bulleted item under Question 11.

Do you have the right home environment?

You should be able to check every bulleted item under Question 12.