



Telework Self-Assessment

<p>A successful teleworker has particular traits, a job suitable for telework, and a telework office that is conducive to work. Read each of the numbered sections below and check the box that most accurately describes you or your situation.</p>
<p>1. Successful teleworkers develop regular routines and are able to set and meet their own deadlines. Are you self-motivated, self-disciplined, and able to work independently?</p>
<p><input type="checkbox"/> Always <input type="checkbox"/> Usually <input type="checkbox"/> Sometimes <input type="checkbox"/> Not really</p>
<p>2. Do you 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 external factors?</p>
<p><input type="checkbox"/> Always <input type="checkbox"/> Usually <input type="checkbox"/> Sometimes <input type="checkbox"/> Not really</p>
<p>3. Are you comfortable working alone and possess the self-control to work neither too much nor too little during the telework period?</p>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>4. Are you knowledgeable about your organization's procedures and policies and do you work accordingly?</p>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>5. Do you have an effective working relationship with coworkers and have you and your supervisor ensured the telework period does not negatively impact coverage or communication efforts?</p>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6. Are you adaptable to changing routines and environments and are you willing to come into the main office on a regularly scheduled telework day if your supervisor, co-workers, or customers need you there?</p>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>7. Are you an effective communicator and team player; do you communicate well with your supervisor and co-workers; and have you developed effective communication strategies you're your supervisor and colleagues during the telework period?</p>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>8. Current job performance is a strong indicator of your potential success as a teleworker. Are you successful in your current position; do you know your job well; and do you have a positive track record of performance?</p>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>9. Do you have the right job for telework? Telework is best utilized when job responsibilities can be arranged so that there is no difference in the level of service provided to the customer. There are 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. Tasks that are most optimal to be completed in a telework setting include:</p>

- | | | |
|--------------------------------------|---|---|
| <input type="checkbox"/> Analysis | <input type="checkbox"/> Dictating | <input type="checkbox"/> Reading |
| <input type="checkbox"/> Auditing | <input type="checkbox"/> Drafting | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Reports | <input type="checkbox"/> Editing | <input type="checkbox"/> Research |
| <input type="checkbox"/> Batch Work | <input type="checkbox"/> Evaluations | <input type="checkbox"/> Telephoning |
| <input type="checkbox"/> Calculating | <input type="checkbox"/> Field Visits | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Graphics | |
| <input type="checkbox"/> Design Work | <input type="checkbox"/> Project Management | |

Yes No

10. Do you have an appropriate telework environment? A safe, comfortable work space where it is easy to concentrate on work with no interruptions.

Yes No

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.

Telework Effectiveness Pre-Test

(Scale 1-5 where 1 is Lowest and 5 is Highest)

• How productive do you feel at work?	
• What is your average stress level?	
• Do you prefer working on projects alone?	
• Do you prefer working on projects as a team?	
• How happy are you at work?	
• Are your skills and abilities being fully utilized in your job?	
• Do you have a good work/life balance?	
• Have you been given the necessary tools, training, and support to accomplish your tasks in an efficient manner?	
• Does your job provide you with a feeling of personal accomplishment?	
• How likely is it that you would recommend a friend or family to work at VSU?	