

Employee Self-Assessment Form

Before applying to telework, use this form to help you decide if you are ready. This isn't a test; instead it is an exercise to make sure you have considered the issues that may limit the amount of telework you can do. When you apply for telework, your manager may want you to bring this form so you can discuss the results together.

Telework Frequency

Your organization, or your supervisor, may weigh various factors when determining how frequently you can telework, for example, the amount of your work that can be done remotely, how often you need to meet with clients and if that can be scheduled around telework or done at the client's office, how often you need to be present for meetings, etc. In addition, your supervisor may limit frequent telework to employees with a lot of experience. You may need to start with only one day a week and apply for additional days over time. In many positions, the greater the frequency of working from home, the greater the need to be "networked" to the office computer system. This may also play a role in your supervisor's decision.

Have you considered each of the following when thinking about how often to work at home versus in the office? *Write in any thoughts you have about how you will adapt or make arrangements to accommodate these issues.*

Notes	
<input type="checkbox"/> Amount of your work that can be done just as well from home	
<input type="checkbox"/> The need to attend staff meetings	
<input type="checkbox"/> The need to work in person with project team	
<input type="checkbox"/> Being there to assist coworkers with questions/problems	
<input type="checkbox"/> Missing the social interaction with colleagues	
<input type="checkbox"/> Meeting with clients / Ability to schedule client meetings	
<input type="checkbox"/> Having access to files & documents	
<input type="checkbox"/> Access to special equipment	
<input type="checkbox"/> Security requirements of your work	
<input type="checkbox"/> How home life might be affected by telework	

How frequently do you want to telework?

☐ Occasionally ☐ Once a week ☐ Twice a week ☐ 3 times a week ☐ 4 times a week or more

Here are some factors for you to consider. Think about each and record any concerns you have and how you will address them in order to telework.

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- ☐ **Job Performance:** How well do you know the job and your organization? Do you consistently meet deadlines? Do you show up on time to work and to meetings? Can you work independently without the need to frequently check with your manager?

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- ☐ **Self-Discipline:** Can you get the job done when no one is watching? Do you have good time management skills? Can avoid the distractions of family, household chores, and television? If friends or neighbors call or drop buy too often, will you be able to tell them to leave so I can get back to work?

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- ☐ **Communication:** Do you have the ability to stay in close communication with your manager and coworkers when working remotely? Will you return calls, emails, and other messages quickly? Are you willing to work with your manager to find a way to communicate assignments and progress?

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- ☐ **Technology:** Are you willing to learn, any software that may be required to work from home, such as Instant Messaging or Web Conferencing software? If you are using your own equipment, are you willing to run antivirus software or other currently licensed programs required by your employer?

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- ☐ **Home Office:** Do you have a suitable space at home that you can use as a home office? Are you willing to give up some of your living space to create a home office? Your employer may have a number of requirements for the design and outfitting of a home office, and may make an inspection to verify these requirements have been met.

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- ☐ **Working Alone:** Not everyone is comfortable working alone. Some people miss the social interaction and feel isolated if they work alone too often. Have you considered what it will be like to work alone for the number of days you requested?

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- ☐ **Co-Workers:** How will your coworkers be affected by you working at home the number of days you requested? Do they rely on you for help? Do you rely on them? If you telework, will it mean extra work for your coworkers? Will they be covering for you? Will coworkers resent you teleworking?

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- ☐ **Desk Sharing:** Teleworkers who work at home a lot sometimes have to give up their regular desk back at the office. When they go into the office they share a desk or reserve a desk. How do you feel about this?
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