Telework Employee Self-Assessment

A successful telework employee has particular traits – a job suitable for telework and a telework-ready office. Read each of the numbered 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. See the bottom of page 3 for help in evaluating your self-assessment. Send questions to teleworksupprt@wsdot.wa.gov

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; 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 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; 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 days; 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

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; do you have well established work, communication, and social patterns at the office?
   - [ ] Yes
   - [ ] No

5. Do you have an effective working relationship with co-workers; have you determined how to support co-workers while working at home; and have you and your supervisor evaluated the effects of your telework days and those of your co-workers 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 central office on a regularly scheduled telework day if your supervisor, co-workers or customers 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 telework?

☐ 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 track record of performance?

☐ Yes  ☐ No

9. Do you have the right job for telework?

- 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
- Few 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 work flow
- Tasks include those that could be done away from the central office such as:

  ✓ Analysis  ✓ Drafting  ✓ Record keeping
  ✓ Auditing  ✓ Editing  ✓ Research
  ✓ Reports  ✓ Evaluations  ✓ Telephoning
  ✓ Batch work  ✓ Field visits  ✓ Word processing
  ✓ Calculating  ✓ Graphics  ✓ Writing
  ✓ Data entry  ✓ Project Management
  ✓ Design work  ✓ Reading
10. Do you have an appropriate telework environment?

- A safe, comfortable work space where it is easy to concentrate on work
- The level of security required by the agency
- 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 voice mail
- Household members who will understand you are working and will not disturb you

➢ Are you the right kind of worker?

If your answers to Questions 1 through 8 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 9.

➢ Do you have the right home environment?

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