

Telecommuting/Teleworking Self Evaluation

Are you suited for telecommuting?

Not every job and not every person is adaptable to telecommuting. This tool can help you self-assess whether telecommuting may be a viable option for you in your job. This is not a *formula* to determine who can and cannot telecommute. It is intended simply to provide perspective on what job and personal characteristics lead to successful telecommuting. Teleworking and telecommuting is a privilege, not a right. The final decision to approve a telework/telecommute request must weigh the request against business needs and performance considerations, and ultimately rests with Management.

Employee name: _____ OR number: _____

Supervisor name: _____ Date of request: _____

Work unit/program area: _____ Position: _____

Please rate the following as either:

Usually or always: 76-100% of time

Sometimes: 26-75% of time

Rarely or never: 0-25% of time

Personal assessment of your job				
	Usually or always 76-100%	Sometimes 26-75%	Rarely or never 0-25%	Existing job characteristics
1.				My job requires face-to-face interaction.
2.				I have control over arranging the face-to-face interaction my job requires.
3.				My job duties are dependent upon co-workers; (<i>Example: I cannot do my job or facilitate work flow without face-to-face help/input from my team/co-workers</i>).
4.				I have control over my schedule and work flow; (<i>Example: I can rearrange meetings to allow one day/week to work at home</i>).
5.				My work products are (<i>or could be</i>) defined and measurable based on objectives I set with my manager.
6.				My job requires face-to-face interaction to handle operational emergencies. (<i>Example: work may cease if you are not in the office and there is an unexpected personnel crisis or a computer crash.</i>)

7.				My job requires a high level of data security.
8.				I rely on shared in-office reference materials to do my job (<i>Example: Archived project files, policy manuals, etc.</i>)
9.				I can transport or access the things I need to do my job while working offsite. (<i>Example: Paper files, etc.</i>)
10.				I have/will have offsite access to the necessary computer equipment to do my job.
11.				I am fully capable of troubleshooting problems with the computer equipment I use for my work.

Personal assessment of yourself as a potential telecommuter				
	Usually or always 76-100%	Sometimes 26-75%	Rarely or never 0-25%	Personal characteristics
12.				I need impromptu face-to-face collaboration with co-workers.
13.				I need face-to-face supervision/direction
14.				Informal social interaction with co-workers is important to me.
15.				I have strong time management/organization skills
16.				I need to keep my work life separate from my home life, in order to balance my priorities.
17.				I am highly disciplined and self-motivated regarding work.
18.				I tend to be a “workaholic”.
19.				My supervisor and I communicate effectively.
20.				My supervisor and I trust each other.
21.				My supervisor and I respect each other.
22.				My job feels “new” to me; I still have a lot of questions.
23.				My family members, neighbors, housemates create the potential for distraction/friction/conflict when I work at home.

Interpretation of ratings:

If you completed the electronic version, your score will automatically be tallied below. If you are using the paper version, you will need to tally your score using the chart below.

1. Usually or always	1		7. Usually or always	1		13. Usually or always	1		19. Usually or always	10	
Sometimes	3		Sometimes	3		Sometimes	3		Sometimes	5	
Rarely or never	5		Rarely or never	5		Rarely or never	5		Rarely or never	1	
2. Usually or always	5		8. Usually or always	1		14. Usually or always	1		20. Usually or always	5	
Sometimes	3		Sometimes	3		Sometimes	3		Sometimes	3	
Rarely or never	1		Rarely or never	5		Rarely or never	5		Rarely or never	1	
3. Usually or always	1		9. Usually or always	10		15. Usually or always	5		21. Usually or always	5	
Sometimes	3		Sometimes	3		Sometimes	3		Sometimes	3	
Rarely or never	5		Rarely or never	1		Rarely or never	1		Rarely or never	1	
4. Usually or always	10		10. Usually or always	10		16. Usually or always	1		22. Usually or always	1	
Sometimes	5		Sometimes	3		Sometimes	3		Sometimes	3	
Rarely or never	1		Rarely or never	1		Rarely or never	5		Rarely or never	10	
5. Usually or always	5		11. Usually or always	5		17. Usually or always	10		23. Usually or always	1	
Sometimes	3		Sometimes	3		Sometimes	3		Sometimes	3	
Rarely or never	1		Rarely or never	1		Rarely or never	1		Rarely or never	10	
6. Usually or always	1		12. Usually or always	1		18. Usually or always	1				
Sometimes	3		Sometimes	3		Sometimes	3				
Rarely or never	5		Rarely or never	5		Rarely or never	5				

Total

Add your scores: (Enter question 1-23 scores in fields below.)

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Scoring

If your overall score is 50 or less:

You and/or your position are **not recommended for telecommuting at this time.**

If your overall score is 51 to 100:

You and/or your position are **recommended for limited teleworking or commuting, or with reservations or conditions**

If your score is 100 or above:

You and/or your position appear to be **a good fit for teleworking or telecommuting at this time.**

Applying your score to your situation

The above scale is meant to provide insight and perspective on whether or not you would be a good fit for telecommuting in your current position. It is not a definitive formula (*as is evident by the large score band “recommended for telecommuting with reservations”*). You may even fall into the “recommended” category, but recognize that a single assessment characteristic outweighs all the others combined and, in your case, makes telecommuting not a good option for you.

If your score is “recommended with reservations,” go back to the self-assessment and determine which questions put you in this category. The higher your score on any question, the more positive the implication for telecommuting.

- How critical are the attributes in question for your particular job?
- Could your situation change to improve the likelihood of successful telecommuting?

Also, be aware that how suitable you or your position may be for telecommuting or not is only part of what must be weighed in the decision to approve a teleworking/telecommuting request. Managers will also be considering things like business needs, customer service and overall coverage, and performance management considerations.

If you have any questions or concerns, you can discuss them with your manager, or contact the HR Analyst for your program area.