



Employee Individual Self-Assessment for Telework

This self-assessment includes questions to help you decide if you have suitable characteristics for telework. Use this information when you talk about telework options with your supervisor.

1. **Job Performance:** How well do you know your job and the work of your team or work unit? 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 supervisor?
2. **Self-Discipline:** Can you get the job done when no one is watching? Do you have good time management skills? Do you take initiative? Can you avoid the distractions of family, household chores, and television? If friends or neighbors call or drop by, can you ask them to leave so you can get back to work?
3. **Communication:** Do you have the ability to stay in close communication with your supervisor and coworkers when working remotely? Will you return calls, emails and other messages quickly? Are you willing to work with your supervisor to find a way to effectively communicate assignments and progress?
4. **Technology:** Are you willing to learn any software that may be necessary for you to work from home, such as instant messaging, web conferencing software, or other applications? If approved to use your personal equipment, would you be willing to run antivirus software or other currently licensed programs required by Revenue?
5. **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?
6. **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 thought about what it would be like to work alone for the number of days you requested?
7. **Coworkers:** How will your coworkers be affected by you working at home the number of days you requested? What can you do to reduce the impact on your coworkers when you are teleworking? Do they rely on you for help? Do you rely on them? If you telework, will it mean extra work for your coworkers? If so, are there tasks you could take on from coworkers to help balance the workload? Might your coworkers have any issues with you teleworking?
8. **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?

Adapted from Telework Toolkit.com