Telework Self-Assessment Survey

A successful teleworker has particular personality traits, a job that lends itself to teleworking, and a home office conducive to work. What follows are some of the essential issues which the employee must consider to determine whether you, your job, and your home all have the right "fit" to establish a successful telework experience.

Use the survey that begins on page 3 to assess your suitability as a prospective teleworker – working at home one or more days a week. This survey is a self-assessment, and you should be as honest as possible in answering all the following questions. Once completed, please submit this survey, the Telework Location Safety Checklist (Attachment B) and the Telework Agreement (Attachment C) to your supervisor for review and consideration.

Employee Traits/Work Habits

Self-Motivated and Self-Disciplined: Some employees have difficulty being productive when no one checks up on them or when co-workers are not passing by their office to see them working. Teleworkers must develop regular routines and set their deadlines and schedules.

Organization and Time-Management Skills: There are many subtle cues to keep a person on track at the office. At home, it is more challenging to manage time and stay organized. Teleworkers must avoid a tendency to talk with friends or family or do things around the house. The more organized an employee's workspace and habits are, the more productive they will be as a teleworker.

Performance and Results-Orientation: Teleworkers must be good performers. Employees must evidence the ability to effectively manage their workload, appropriately solve many of their problems, and complete tasks independently.

Social Interaction: Some employees thrive in an environment with regular and productive interaction among staff. Teleworkers will have to adjust to isolation. Employees working at home do not have the same kind of "social breaks" built into the workday.

Supervision and Feedback: Working at a remote location decreases the amount of supervision and feedback immediately available to an employee. For telework to be possible, the employee must do some work without immediate input or approval. Teleworkers must be adept at making independent decisions supported by supervisors to be successful.

Tenure and Status: Employees who have been on the job a long time are likely to be more familiar with their tasks and co-workers, which is a plus in a telework situation.

Job Requirements/Responsibilities

<u>Face-to-Face Contact Requirements:</u> Jobs that involve regular interaction with the public and other employees may not be suitable for telework. If required contacts can be arranged into pre-determined periods, the employee can make an accommodation.

<u>Measurable Output/Clear Work Requirements:</u> Close supervision isn't always good. To manage from a distance, the employee must have objective measurement standards to assess progress, provide performance feedback, and set timetables. Jobs that do not have a work product or a measurable output form are not likely candidates for telework.

<u>File Access/Reference Material Requirements:</u> Jobs that require frequent access to files, or other bulky materials shared by many employees, do not lend themselves to telework.

The agency recommends that telework candidates have completed at least three to six months of continuous, regular employment with the agency. However, the division administrator may consider and approve exceptions.

Home Environment/Office Space

<u>Family Responsibilities:</u> If an employee has a family member at home who cares for children or elders, that person may expect the employee to be more available for caregiving because they are home. Telework is not a substitute for dependent care. Arrangements should be made that will address this potential problem and other family issues because dependents present too many distractions for telework to be successful.

<u>Workspace Requirements:</u> Teleworkers must be comfortable, able to concentrate, and mentally separate themselves from the workspace at quitting time. In addition, the workspace should give other family members a message that the teleworker is *working* and not to be disturbed. The employee should consider the following factors when planning a workspace:

- What are the expected requirements regarding access by telephone?
- Is there adequate electrical support and natural and artificial light for writing and computer use?
- Is there sufficient space (preferably separate and identifiable) to work?
- Is there furniture (a minimum of a desk and chair) available, comfortable, and ergonomically designed?
- Do you have an internet download speed of at least 10 Mbps?

Self-Assessment Survey

Employee Name: _____   Title: _____

Facility/Unit: _____   Work Phone: _____

Email Address: _____

Office Address: _____

Supervisor's Name: _____   Work Phone: _____

Proposed Telework Address: _____

Description of workspace at telework location:

_____

_____

_____

What are your normal work days/hours? _____

How many days per week do you propose to telework? _____

In five lines or less, describe what you currently do:

_____

_____

_____

_____

_____

In five lines or less, describe how your current job can be adapted to telework to better meet the goals and mission of your department:

_____

_____

_____

Please write 1, 2, 3, 4, or 5 in response to each of the following questions
1 = Yes   2 = Usually   3 = Sometimes   4 = Not Really   5 = No

1) Are you self-motivated and self-disciplined? Can you complete work projects independently on time, and with minimal supervision and feedback? ___

2) Are you productive when no one is checking on you or watching you work? ___

3) Do you have strong organizational and time-management skills; are you results-oriented; do you currently manage your time and workload well, solve many of your own problems and find satisfaction in completing tasks on your own? ___

4) Are you comfortable setting priorities and deadlines; do you focus on results? ___

5) Are you comfortable working alone and disciplined enough to leave work at quitting time; can you adjust to the relative isolation of working at home; will you miss the social interaction at the office on your telework days; can you set a comfortable and productive pace while working at home; can you remain focused on your work while at home, and not be distracted by television, housework, dependents, pets, or visiting neighbors? ___

6) Teleworkers 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 central office? ___

7) Are you successful in your current position; do you know your job well and have a track record of good performance; are you considered by your supervisor and co-workers to have an excellent quality of work? ___

8) Telework should not create additional work for non-teleworkers. Can you organize your work so that on days when you telework there is minimal impact on in-office staff? ___

9) Are you adaptable to changing routines and environments; have you demonstrated an ability to be flexible about work routines and environments; 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? ___

10) 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; have you developed ways to communicate regularly with your supervisor and co-workers that you can use when you telework? ___

11) 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 customers? Low 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? ___

12) Do you have an appropriate work environment in your home?

  ▪ A safe, comfortable workspace where it is easy to concentrate on work? ___

  ▪ The level of security required by the agency as specified in OP-110250? ___

  ▪ The necessary office equipment and software that meet agency standards? ___

  ▪ Household members who will understand you're working and won't disturb you? ___

13) In what way is your work evaluated? (For example: quality of work, quantity, timeliness, etc. Please be specific.)

_____

_____

_____

_____

_____

14) Do you need physical security of the information, data and materials you work with?

  ☐ Yes (Go to question 16)   ☐ No (Go to question 16)

15) As a teleworker, how would you maintain the security of your information? (Please be specific)

_____

_____

_____

16) What kinds of work would you expect to do while teleworking? (Check as many as apply)

  ☐ administrative work   ☐ editing   ☐ research

  ☐ analysis   ☐ e-mail   ☐ talking on the phone

  ☐ coding   ☐ field visits   ☐ thinking/planning

  ☐ data entry   ☐ preparing reports   ☐ writing/typing

  ☐ data management   ☐ reading   ☐ word processing

  Please specify other activities:

  _____

  _____ _____ _____

17) Do you have dependents that will require care during telework hours?

  ☐ Yes   ☐ No (Go to question 19)

18) If yes, will you have dependent care to relieve you from primary care responsibilities during telework hours?

  ☐ Yes   ☐ No

19) Are there any other distractions/obligations that will make working at home difficult or impossible?

      ☐ Yes (please explain)   ☐ No

20) Given the kinds of work you would do while teleworking, what equipment/services would you need, and which of those do you currently have? (Check all that apply)

Personal Equipment/Service	**Need**	**Have**
Computer terminal	☐	☐
Printer/Scanner	☐	☐
Internet Service	☐	☐
Software	☐	☐
Desk, filing space, other furniture	☐	☐
Voice Mail	☐	☐
Other (please specify):	☐	☐

21) Please list all of the computer applications or systems you use on your computer at your work site:

22) Can your work be organized so that on days you telework you either do not need access to these applications and systems or only need minimal access (Other than Outlook, Word, Excel, or PowerPoint)?

      ☐ Yes   ☐ No

23) Do you work from home at all now, or have you done so regularly in the past (counting overtime)?

      ☐ Yes   ☐ No (go to question 26)

24) If so, approximately how much? (Check only one)

      ☐ several hours/day   ☐ 1 to 2 days/week

      ☐ one day/month   ☐ 3 to 4 days/week

      ☐ once every 2 weeks   ☐ all the time, with weekly office visits

25) How long have you worked from home?

      ☐ more than a year   ☐ 6 months to a year

      ☐ 3 to 6 months   ☐ less than 3 months

26) In the past year have you:

- Received progressive discipline?   ☐ Yes   ☐ No

- Been suspended?   ☐ Yes   ☐ No

- Received an unsatisfactory performance evaluation?   ☐ Yes   ☐ No

27) Do you currently have an internet service provider at home?

☐ Yes   ☐ No (go to question 29)

28) Is your internet download speed at least 10 Mbps? (To check you can use the broadband speed test site at www.speedtest.net.)

☐ Yes   ☐ No

29) In your opinion, after reviewing the information provided, and self-administering this assessment, do you consider yourself a suitable candidate for telework?

☐ Yes   ☐ No   ☐ Need more information (please specify)

_____

_____

_____

The following table lists some typical tasks that may be able to be done away from central office. Use this as a guide to continue to evaluate your job as a possible telework position.

TASKS	HOURS/WEEK	TASKS	HOURS/WEEK
▪ Analysis		▪ Maintaining database	
▪ Auditing reports		▪ Preparing budgets	
▪ Batch works		▪ Preparing/monitoring contracts	
▪ Calculating		▪ Project management	
▪ Computer Programming		▪ Reading	
▪ Conducting business by phone		▪ Record keeping	
▪ Data entry		▪ Research	
▪ Design work		▪ Email	
▪ Dictating/sending/receiving		▪ Spreadsheet analysis	
▪ Drafting		▪ Thinking	
▪ Editing		▪ Typing	
▪ Evaluations		▪ Work processing	
▪ Evaluations		▪ Work processing	
▪ Graphics		▪ Writing	
▪ Other (please specify)		▪ Other (please specify)	

I hereby certify that the information I have provided in completing this survey is true and accurate to the best of my knowledge.

_____   _____
Employee Signature and ID Number   Date

Supervisor Review

☐ Application accepted   ☐ Application denied (please specify reason for denial)

_____

_____

_____   _____
Supervisor Signature   Date

(R 06/22)