

DHS TELEWORKING POLICY TELEWORKER SELF-ASSESSMENT

A successful teleworker has particular traits, a job suitable for teleworking, and a teleworking office that is conducive to work. 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 teleworking is right for you. See the bottom of page two (2) for help in evaluating your self-assessment.

1. Successful teleworkers develop regular routines and are able to set and meet their own 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 Never

2. Do you have strong organizational and time-management skills; are you results-oriented; will you remain focused on your work while at home 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 Never

3. Are you comfortable working alone and disciplined enough to apply yourself continuously to your job without interruption or distraction; can you adjust to the relative isolation of working at home; will you be able to adjust to the missed 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. 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 office?

Yes No

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5. Have you and your manager/supervisor discussed whether co-workers would have additional work when you work at home and, if so, how the work would be handled; have you determined how to provide support to co-workers while working at home; do you have an effective working relationship with co-workers; and have you evaluated the effects of your teleworking 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 teleworking day if your manager/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 manager/supervisor and co-workers; are you able to express needs objectively and develop solutions; and have you developed ways to communicate regularly with your manager/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 teleworker. Consider how any problems or developmental needs evident in your last performance evaluation might affect your teleworking experience. Are you successful in your current position; do you know your job well; and do you have a good track record of performance?

Yes No

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9. Do you have the right job for teleworking?

- Job responsibilities that can be arranged so that there is insignificant difference in the level of service provided to the customer
- Minimal requirements for direct supervision or contact with the customer
- 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
- Tasks include those that would be done away from the central office, such as:

Analysis	Dictating	Reading
Auditing	Drafting	Record keeping
Reports	Editing	Research
Batch work	Evaluations	Telephoning
Calculating	Field visits	Word processing
Data entry	Graphics	Writing
Design work	Project management	

10. Do you have an appropriate home work 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" or "Yes," you are the kind of employee likely to be successful at teleworking.

Do you have the right kind of job? You should be able to check every item under Question 9.

Do you have the right home environment? You should be able to check every item number under Question 10.

SIGNATURE OF EMPLOYEE: _____

DATE: _____