



Telework Self-Assessment Guide

A successful teleworker has particular traits, a job suitable for telework, and a telework 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 telework is right for you. See the bottom of page three (3) for help in evaluating your self-assessment.

PLEASE NOTE: The University of Georgia allows teleworking and flextime, on a voluntary basis, to employees who fill job classifications/positions that have been designated as eligible for telework and/or flextime. The Telework and Flextime program is an employer option, not an employee right, and is appropriate only when it results in a benefit to the institution. Telework and/or flextime may not be suitable for all employees and/or positions. Units may implement teleworking and/or flextime as a work option for certain eligible employees based on specific criteria and procedures consistently applied throughout the unit. This is a self-assessment tool and does not constitute an approval to telecommute or flex working hours.

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 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; and 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; and do you have well-established work, communication, and social patterns at the office?

Yes . No

5. Do you have an effective working relationship with coworkers; have you determined how to provide support to coworkers while working at home; and have you and your supervisor evaluated the effects of your telework days and those of your coworkers 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 teleworker. 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. 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 could 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	Work Processing
Data Entry	Graphics	Writing
Design Work	Project Management	

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 institution. 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.

Evaluate Your Self-Assessment

Are you the right kind of worker?

- If your answers to Questions 1 through 9 are “Always” 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 item under Question 10.

Do you have the right home environment?

- You should be able to answer "Yes" to all the above scenarios/questions.

If you have any questions related to teleworking arrangements within your unit, please contact [your unit’s designated HR Liaison](#).