



Telecommuting Self-Assessment

A successful telework arrangement begins with honest self-reflection. The employee is encouraged to consider the following questions and discuss any concerns or limitations with their supervisor to develop an appropriate plan.

General

- Do I have enough portable work to support the number of days I plan to telework?
- Am I comfortable working independently for the amount of time I've requested to telework?
Will I miss regular social interaction?
- Will my telework affect my coworkers? Do they rely on me being in the office to complete their tasks? Will they have to take on additional work because I'm teleworking?
- Am I willing to be flexible with my telework arrangement to meet the needs of my manager, my team, and the organization?

Self-Management

- Can I perform my work effectively with minimal supervision?
- Do I keep my work organized?
- Am I good at planning and managing tasks independently?
- Do I manage my time well and consistently meet deadlines and schedules?

Technology

- Am I comfortable using the technology required to telework?
- Am I willing to learn any new technology necessary to work remotely?

Communication

- Can I maintain effective communication with my manager, coworkers, and customers while teleworking?
- Will I return emails, phone calls, and other messages promptly?

Appropriate Space

- Is my telework space set up to help me stay focused and productive?
- Is my workspace safe, and can I comply with the telework safety checklist?
- Do I have reliable care arrangements in place for any dependents (such as children or elders)?
- Will I be able to minimize distractions in my home environment, including interruptions from children, visitors, television, or household responsibilities?