

# Oregon Dep't of Energy

## Sample Teleworker Self-Assessment

*A successful teleworker has particular traits, a job suitable for telework and a telework office that's 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 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  Not really
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  Not really
3. 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 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 central office?  
 Yes  No
5. Have you and your 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 telework 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 telework day if your supervisor, co-workers or customers need you there?  
 Yes  No

— *continued* —

**Attachment C**

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  Not really

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

Drafting

Record keeping

Auditing reports

Editing

Research

Batch work

Evaluations

Telephoning

Calculating

Field visits

Word processing

Data entry

Graphics

Writing

Design work

Project management

Dictating

Reading

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're working and won't disturb you

\*The Oregon Office of Energy Telework Office Checklist can help you evaluate your telework site.

***Are you the right kind of worker? If your answers to Questions 1 through 8 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 9.***

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

**Attachment C**