MC
MONTGOMERY
COLLEGE

TELEWORK SELF-ASSESSMENT TOOL

The Telework Self-Assessment Tool should be completed by employees submitting a Telework Application and Agreement to Terms and Conditions. A successful teleworking employee has a job suitable for telework and an appropriate alternative work location. Read each of the questions below and check the response that most accurately describes you or your situation. Your self-assessment score will help you decide whether telework is right for you.

1. Successful teleworking employees develop regular routines and are able to set and meet deadlines. Are you self-motivated, self-disciplined and able to work independently? Can you complete projects on time with minimal supervision and feedback? Are you productive when no one is checking on you or watching you work?
   ❑ Always   ❑ Usually   ❑ Sometimes   ❑ Rarely

2. Teleworking employees 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, and/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? Do you keep your sights on results?
   ❑ Always   ❑ Usually   ❑ Sometimes   ❑ Rarely

3. Teleworking employees are 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; can you set a comfortable and productive pace while working at home?
   ❑ Yes   ❑ No

4. Teleworking employees 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

5. Teleworking employees should have effective working relationships with team members. Have you determined how to support team members while working at home? Have you and your supervisor evaluated the effects of your telework days and those of your team members in maintaining adequate in office communication?
   ❑ Yes   ❑ No

6. Teleworking employees need to be 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 office on a regularly scheduled telework day if your supervisor, students, and/or coworkers need you there?
   ❑ Yes   ❑ No

7. Teleworking employees need to be effective communicators and team players. Do you communicate well with your supervisor and coworkers? Are you able to express needs objectively and develop solutions? Have you developed ways to communicate regularly with your supervisor and coworkers that you can use when you telework?

    ❑ Yes   ❑ No

8. Current job performance is a strong indicator of your potential success as a teleworking employee. Consider how any problems or developmental needs might affect your telework experience. Are you successful in your current position? Do you know your job well? Do you have a track record of positive performance feedback?

    ❑ Yes   ❑ No

9. Do you have the right job for telework, one that has clearly defined tasks, deliverables, and/or levels of service, including:
    - Job responsibilities that can be arranged so there is no difference in the level of service provided to your internal and external "customers," i.e., students, faculty/staff, coworkers, visitors, etc., and the flow of work, communication, collaboration, and productivity?
    - Minimal requirements for direct supervision or contact with your customers?
    - Few face-to-face communication requirements with the ability to arrange days when communication can be handled by telephone and/or email?
    - Minimal requirements for special equipment?
    - Ability to define tasks and work products with measurable work activities and objectives?
    - Ability to control and schedule workflow without an adverse impact on the productivity or work quality of other employees?

10. Do you have an appropriate telework environment, where most or all of your job tasks can be done without altering your duties or work standards/competencies, including:
    - A safe, comfortable workspace where it is easy to concentrate on work?
    - The level of technology security required by the College?
    - The necessary office equipment and software to do your job, including access to a phone and your voicemail?
    - Household members who will understand you are working and will not disturb you and reliable child and/or adult care for your dependents?

Scoring: Are you the right kind of employee for regular telework?
- ✓ If your answers to Questions 1 through 8 are "Always," "Usually," or "Yes," then you're the kind of employee that will likely be successful at teleworking.
- ✓ Do you have the right kind of job? You should be able to answer "Yes" to each bulleted item listed in Question 9.
- ✓ Do you have the right home environment? You should be able to answer "Yes" to each bulleted item listed in Question 10.