

**Telecommuting
Individual Readiness Assessment**

Please answer the following questions rating your abilities, using the following scale:

5 – Always	4 – Usually	3 – Sometimes	2 – Rarely	1 – Never
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1. I can develop regular routines and am able to set and meet deadlines.

Employee Rating	<input type="text"/>
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Supervisor Rating	<input type="text"/>
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2. I am self-motivated, self-disciplined and able to work independently, completing projects on time with minimal supervision and feedback. I am capable of being productive when no one is checking in or watching at work.

Employee Rating	<input type="text"/>
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Supervisor Rating	<input type="text"/>
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3. I have strong organizational and time-management skills and am results-oriented. I will remain focused on work while telecommuting and not be distracted by other personal, family or community related tasks.

Employee Rating	<input type="text"/>
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Supervisor Rating	<input type="text"/>
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4. I will manage my time and workload well, solve many of my own problems and find satisfaction in completing tasks on my own. I am comfortable setting priorities and deadlines and can keep my sight on results.

Employee Rating	<input type="text"/>
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Supervisor Rating	<input type="text"/>
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5. I am comfortable working alone, can adjust to the relative isolation of working at home, and can set a comfortable and productive pace while working at home.

Employee Rating	<input type="text"/>
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Supervisor Rating	<input type="text"/>
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6. I have a good understanding of the organization's culture and environment. I am knowledgeable about the organization's procedures and policies and have been on the job long enough to know how to do my job in accordance with those policies.

Employee Rating	<input type="text"/>
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Supervisor Rating	<input type="text"/>
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7. I have effective working relationships with co-workers and will be able to maintain such communications while telecommuting. I will share information appropriately and in a timely manner.

Employee Rating	
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Supervisor Rating	
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8. I am adaptable to changing routines and environments and have demonstrated an ability to be flexible about work.

Employee Rating	
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Supervisor Rating	
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9. I am an effective communicator. I have demonstrated effective communication between supervisors and co-workers, and I am comfortable using various methods of communication, including e-mail, MS Teams and/or Zoom, Blackboard (if necessary) or other appropriate methods as required.

Employee Rating	
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Supervisor Rating	
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10. I am in good standing with the agency on my previous and current performance reviews and have no recent disciplinary actions.

Employee Rating	
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Supervisor Rating	
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11. I actively solicit feedback and respond openly, without defensiveness, and learn from feedback and alters my behavior accordingly.

Employee Rating	
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Supervisor Rating	
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12. I have standards of personal conduct: honest, trustworthy, accountable for my actions/responsibilities, and I delivers on my commitments.

Employee Rating	
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Supervisor Rating	
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Totals

Overall Employee Rating	
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Overall Supervisor Rating	
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Minimum Total Score = 12

Maximum Total Score = 60

Job Suitability Assessment

Section 1: Is my job appropriate for telecommuting? (Check those that apply.)

- My job responsibilities are arranged so that there is no difference in the level of service provided to the customer regardless of work location.
- My job has minimal requirements for on-site supervision or contact with the customer.
- The interdependencies of my job duties with those of others on my team will not be negatively affected by working remotely.
- My job requires low face-to-face communication, and I have the ability to arrange days when communication can be handled by telephone, email or other electronic means.
- My job has minimal requirements for special equipment.
- I am able to define tasks and work products with measurable work activities and objectives.
- I am able to influence and schedule workflow.

Number of Boxes Checked:

Section 2: Is my alternate workplace an appropriate environment for telecommuting? (Check those that apply.)

- I have a safe, comfortable workspace where it is easy to concentrate on work.
- I have the appropriate level of security required by the agency.
- I have the necessary office equipment and software that meet agency standards.
- I have a telephone, with separate home office line if required, an answering machine or voicemail, and sufficient internet access and speed.
- I have household members who will understand I am working and will not disturb my work.
- I understand that I am prohibited from providing dependent care (either to a child or an adult) during work hours. I understand that all personal activities, including child and dependent care, pet care, housework, yardwork, personal errands, etc., must be done only during established break times, lunch time and before and after work hours.
- I understand and agree that I must use accrued leave when providing dependent care of when addressing other personal responsibilities during work hours. This includes time spent caring for an ill household member or other person.
- I certify that my home or rental insurance does not prohibit a home office.
- I have reviewed the relevant zoning requirements to ensure a home office is permitted.

Number of Boxes Checked:

Scoring: Count the number of boxes checked in Section 1 and multiply x 2. Add that number to the number of boxes checked in Section 2. Determine the total of the two numbers. Review the overall ratings of both the employee and the supervisor on page 2. Find the correct boxes and plot both scores in the appropriate boxes on the 6 Box Grid.

Division/College:

Rater(s):

Date:

Job Suitability and Environment

Acceptable (18-23)

**Job/Environment Suitable
Employee Not Ready**

Discuss with employee areas where individual performance improvements are needed to enable eligibility.

**Job/Environment Suitable
Employee a Potential Candidate**

Address any areas of concern with candidate and discuss options.

**Job/Environment Suitable
Employee an Excellent Candidate**

Develop a telecommuting plan with the employee.

Unacceptable (0-17)

**Job/Environment Not Suitable
Employee Not Ready**

Explain to the employee that they will not be able to telecommute and discuss the job suitability, environmental and individual readiness issues involved.

**Job/Environment Not Suitable
Employee a Potential Candidate**

Explain to the employee why the job is not suitable to telecommuting, and if the primary issues for non-suitability are environmental, offer to reconsider once those issues are addressed by the employee.

**Job/Environment Not Suitable
Employee an Excellent Candidate**

Explain to the employee why the job is not suitable, or why the home work environment is currently unacceptable. Discuss options for addressing work environment issues or identify other potential flexibility options for the employee.

6 Box
Fillable

**Low (12-40)
Not Ready**

**Medium/Moderate (41-50)
Potential Candidate**

**High (51-60)
Excellent Candidate**

Employee Individual Readiness