



# STATE OF MONTANA

## Teleworker Self-Assessment

### Department of Corrections

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. Another comprehensive resource is for employees and managers is Telework Exchange located at <http://www.teleworkexchange.com>.

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; can you adjust to missing 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
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 good to excellent 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         | Field visits       |
| Auditing reports | Graphics           |
| Batch work       | Project management |
| Calculating      | Reading            |
| Data entry       | Record keeping     |
| Design work      | Research           |
| Dictating        | Telephoning        |
| Drafting         | Word processing    |
| Editing          | Writing            |
| Evaluations      |                    |
10. Do you have an appropriate home work environment to telework from?  
 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 are working and will not disturb you.

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.

**PROPOSAL ACCEPTANCE**

**Employee Acceptance**

I have read the Telework policy and understand the requirements and obligations that I am expected to accept and meet as a teleworker. I have also completed the Self-Assessment section and feel that I have the work habits, job type, and home office compatible with teleworking.

\_\_\_\_\_  
Employee's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee's name printed

**Supervisor Review**

Eligible to telework

Accepted as requested       Modified and approved       Denied

Reason for modification or denial:

\_\_\_\_\_  
Supervisor's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's name printed