



IS TELEWORK FOR YOU?

Telework offers many advantages, but also challenges! The idea of being able to work with your computer and other communication tools anywhere in the world is an exciting prospect, but what will this mean for you? To find out if teleworking is for you, print out this page and complete the **Telework Self Assessment Survey**.

Rate how you feel: On a scale of 1 to 5

- 5 - Most agreeable
- 1 - Not agreeable

YOUR SITUATION - DO YOU LIKE:

1. To work from your home?
2. Does your current work situation lend itself to a flexible work schedule?
3. Do you know how to set up a professional workspace in your house?
4. Are you willing to provide your own equipment if needed?
5. Do you have access to a computer and the Internet and support?
6. Can you handle the technology by yourself (software, printing, telephone, fax connections, teleconferences)?
7. Will your home provide a professional working environment without many distractions?
8. Will you be able to arrange for childcare during your work hours?
9. Could you commit to full-time telework?

YOUR ABILITIES:

1. Do you work well on your own with minimal supervision?
2. Are you a results-oriented person?
3. Are you able to keep up with administrative functions (hours, pay, work, files, contacts, projects etc.)?

4. Do you communicate well with your supervisor?
5. Are you able to make good connections with colleagues in your field?
6. Can the quality and quantity of your telework be measured and/or documented?

WORK AND YOUR MANAGER:

1. Is the need for face-to-face interaction minimal?
2. Can you work together on objectives and results?
3. Are you comfortable with remote supervision?
4. Can you bring good input and new ideas in spite of the distance?
5. Is your manager open to working with a teleworker?
6. Are you open to a trial period (4-6 months)?

WORKING AT HOME - FACTORS TO CONSIDER:

1. Would it be too solitary for you?
2. Might your home, equipment or communications be unsuitable for professional telework?
3. Would you object to the purchase of additional equipment?
4. Can you incur additional operating costs?
5. Are you possibly at risk for legal issues (liability, workers compensation or other)?
6. Are you considering safety and security issues?
7. Did you check with your insurance provider regarding in-home workspace equipment coverage?
8. Do you know that you may not be able to have work-related meetings at home (3rd party liability)?
9. If living overseas, are you aware of local host country employment laws and income tax requirements?

10. Will you be able to deal with possible distractions: family members; chores; neighbors; pets; weather; television; refrigerator?
11. Are you aware of government regulations on working from your home (if living in government provided housing)?

Is teleworking good for you? Add up your points to find out.

KEY:

32 – 64	points	Telework may not be for you.
64 – 96	points	Consider carefully, may need more research & planning.
96 – 128	points	Telework looks to be suitable for you.
128 – 160	points	Telework may be a perfect fit for you.