

TELECOMMUTING SELF-ASSESSMENT

Is Telecommuting Right for Me?

While many workers enjoy telecommuting arrangements, it's important to realize that telework may not be the best option for everyone. Understanding your strengths and weaknesses when it comes to telecommuting can help you easily manage your workload and avoid any potential pitfalls. Respond to the questions below to help determine if a telework agreement is right for you.

How comfortable am I working away from my manager or coworkers?

Am I worried about the impact on my career, assignments, or promotions?

Do I have the capacity and work habits to work independently?

Are my personal circumstances (home, family, etc.) suitable for telework?

Do I have a strong understanding of my responsibilities?

Can I ensure the safety of all State of Idaho data?

How will I manage distractions?

Am I good at managing my time?

Do I currently meet work timelines and deadlines?

Do I have the tools, equipment, and resources to complete my work?

Do I have a dedicated, safe place to work?

How much do I need to connect and collaborate with my coworkers and peers?

Do I need to be present in the agency to complete all of my job tasks?

Can I prioritize my work and complete it in a safe and organized manner?

Can I schedule and implement work hours conducive to my role and the needs of my organization?

Can I comply with all rules, policies, and statutes of my agency?

Do I feel comfortable with using new technologies?