

TELEWORK SELF-ASSESSMENT CHECKLIST

A successful telework arrangement begins with a good self-assessment. You should consider the following factors in making an honest determination about your telework capabilities.

Check off each factor that applies to you and your job tasks.

- My duties include sufficient "portable" work for the amount of telework being proposed.

- I have the ability to work independently, without close supervision.

- I am comfortable with technology needed (if any) to telework.

- I have good communication with my supervisor, coworkers, and customers that will enable a relatively seamless transition from my official site to my alternative site.

- I have sufficient telework office space at my alternative location in order to get work done.

- My work area is safe and meets all agency telework policy requirements for safety.

- Dependent care arrangements (e.g., child care, elder care, or care of any dependent adults) are in place because I recognize that I may not use telework as a means for dependent care.

- I have the ability to be flexible about the telework arrangement in order to respond to the needs of the supervisor, workgroup, and the workload.