Are You a Candidate for Routine Telecommuting or Remote Work?

This self-assessment can help determine compatibility for CAL POLY staff employees.

1. **Is your job appropriate for routine telecommuting or remote work?** Do you have job duties that can be fully accomplished off-site?
   - Absolutely
   - Most of the time
   - Moderately
   - Occasionally
   - Rarely

2. **Are you able to work independently, with minimal supervision and feedback?** Do you stay focused, productive and complete work projects on time without frequent prompting or constant supervision?
   - Absolutely
   - Most of the time
   - Moderately
   - Occasionally
   - Rarely

3. **Do you communicate effectively with your manager, coworkers and others?** Are you able to leverage available technologies (e.g., email, IM, Zoom, etc.) to stay connected when working off-site?
   - Absolutely
   - Most of the time
   - Moderately
   - Occasionally
   - Rarely

4. **Do you have strong organizational, planning and time management skills?** Are you able to clearly define tasks and deliverables, set priorities and manage your workload so as to meet deadlines?
   - Absolutely
   - Most of the time
   - Modestely
   - Occasionally
   - Rarely

5. **Are you successful in your current position?** Do you know your job well, have a track record of performance and strong working relationships with your coworkers, manager and customers?
   - Absolutely
   - Most of the time
   - Moderately
   - Occasionally
   - Rarely

6. **Are you comfortable working alone?** Can you adjust to the relative isolation of working off-site without the social interaction of an on-site environment?
   - Absolutely
   - Most of the time
   - Moderately
   - Occasionally
   - Rarely

7. **Are you disciplined to leave work at quitting time?** Will you be able to establish a routine and set a comfortable and productive pace to keep yourself from working too much or too little when working off-site?
   - Absolutely
   - Most of the time
   - Moderately
   - Occasionally
   - Rarely

8. **Would you be sensitive to the impact on coworkers resulting from your routine telecommuting or remote work?** Would you be willing to share some of your coworker’s tasks to avoid creating additional work for them?
   - Absolutely
   - Most of the time
   - Moderately
   - Occasionally
   - Rarely

9. **Are you flexible about a routine telecommuting or remote work arrangement?** Would you be willing to come to a CAL POLY worksite, with agreed-upon notification, on a regularly scheduled off-site day?
   - Absolutely
   - Most of the time
   - Moderately
   - Occasionally
   - Rarely

10. **Do you have an appropriate alternate location worksite?** Will it be comfortable, ergonomically safe and secure, have necessary office equipment and free from distractions that make it easy to concentrate on work?
    - Absolutely
    - Most of the time
    - Moderately
    - Occasionally
    - Rarely

If you feel you’re likely to be successful, discuss this self-assessment and next steps with your manager.