

**T.C.I. 2003**  
**Rating Your Suitability For Virtual Work**

**Use your responses to the following questions, to create a “suitability rating” for yourself. Place each rating in the space to the right, below. When you have reviewed all your answers and given yourself a score, total it. Then check your score with the recommendations at the end. It should give you a good idea of your suitability for virtual work.**

Question 1: Home telework arrangements can be useful and satisfying arrangements for those families with children of any age. However; home telework cannot be a replacement for childcare. If your children are school age, they want your attention when they get home. Some careful scheduling of your time or that of a caregiver may be required. If you have small children, being able to focus on your work when you need to requires a childcare arrangement with which you are comfortable and secure. If you have or intend to make the right arrangements for you and your family, and are prepared to disclose these plans to your manager, then put 2 points in this space. If childcare is not applicable to your home situation, then also place 2 points in this space. Otherwise, place a 0 in this space.

Score \_\_\_\_\_

Question 2: Providing in-home care for special needs individuals requires the help and participation of a whole family. If you have such a circumstance and are prepared to propose a plan that will allow you to balance your family and your job, or if this does not apply to you, place 2 points in this space. Otherwise, place a 0 in this space.

Score \_\_\_\_\_

Question 3: If you have a spouse or partner who is already working from an office space in your home, you may find telework from home allows you both to better balance your work and family lives. However; if you might need to share space with your spouse or partner, or use each other's equipment or phone lines, you may find that you are both competing for the same resources. If you have a partner or spouse that already works from an office space in your home, place 2 points in the space. If you have a partner or spouse with whom you will have to share space and/or equipment, put 0 points in the space. If you have no spouse or partner working from an office space in your home, place 3 points in the space.

Score \_\_\_\_\_

Question 4: It is critical to discuss, and get agreement and support from your family members who may be impacted by a home telework arrangement. You will not necessarily be available to do things for your family even if you are physically present in the home. It must be emphasized to them that you are not available

for minor interruptions during your home telework hours. If your family supports you working at home, or is neutral to the idea, or this does not apply put a 3 in the space. If your family does not support this put a 0 in the space.

Score: \_\_\_\_\_

Question 5: There simply is no substitute for a separate, dedicated and quiet space in which you can retire, uninterrupted, to focus on your work. If you have such a space, put a 5 in the space. If you do not, put a 0.

Score: \_\_\_\_\_

Question 6: Commuting can cost you more than just the time it takes you to get into and from work. It also has a cost when you arrive at your destination, in the time it can take you to settle down from a long, slow or dangerous trip. If you commute over 1 hour, put 5 points in the space. If you commute less than 1 hour; put 1 point for less than ½ hour, 2 points for ½ hour to 45 minutes, and 3 points for 45 minutes to 1 hour.

Score: \_\_\_\_\_

Question 7: The traditional workplace gives us the chance to socialize, formally and informally, during the course of a day. If you almost everyday eat lunch with your peers, place a 2 in the space. If you do so once in a while, put a 5.

Score: \_\_\_\_\_

Question 8: The traditional workplace enables you to walk out of your workstation and find someone to brainstorm with, to discuss a task or problem. When you are alone, you will not have this ease of face-to-face access. This lack of stimulation could cramp your creativity. If you are very comfortable working **alone**, place a 5 in the space. If you are comfortable, place a 3. If you are sometimes uncomfortable, place a 1.

Score: \_\_\_\_\_

Question 9: Short time turn around projects or tasks can be difficult for the home teleworker. They often require fast and frequent access to information and the people who have it. If you have a lot of such tasks or projects, place a 1 in the space. If in your job they are few and far between, place a 5 in the space.

Score: \_\_\_\_\_

Question 10: Home telework days are usually frequent enough so that keeping your empty office or workstation "waiting for you" would not make good financial sense. Even though you have your own home office and only come into the primary office one to two days a week for meetings or to pick up work, you may resent having to share a space or use a hotelling space which does not belong to you and is available to others. If you are uncomfortable with this kind of arrangement, place 0 in the space. If you are comfortable, place a 2, and if you are very comfortable, place a 5.

Score: \_\_\_\_\_

Question 11: Instant feedback, that pat on the back or public recognition for your great idea, is something a home teleworker gets much less of compared to their on-site peers. If on the spot feedback is very important to you, place a 1 in the space. If it is important, place a 2. If it is not that important to you, place a 5.

Score: \_\_\_\_\_

Question 12: If your job involves you attending a lot of meetings at short notice, or requires you to be available for frequent interface with on-site staff, then home telework could make your life difficult. If you said yes, place a 0 in the space. If you said no, please a 5.

Score: \_\_\_\_\_

Question 13: If you are new in your job or find it difficult to do your job without a lot of assistance then telework may not be a good option for you. The learning curve associated with any new job requires constant interaction with peers and your manager until enough expertise is gained to work independently. If you answered no to this question, place a 0 as your score. If you answered yes, then score a 5.

Score: \_\_\_\_\_

Question 14: There are going to be technical problems unique to telework. They may be "soft" user problems like not knowing a particular command in a software program, or they may be "hard" problems such as not being able to log on to the system because of equipment malfunction. It is helpful to the individual to be able to solve some minor problems yourself to reduce your "down time". If you need help in this area, place a 2 as your score. If you are computer literate, place a 3. If you are very computer literate, score yourself a 5.

Score: \_\_\_\_\_

Question 15: Trust between the manager and the teleworker is essential. If you do not have a relationship of mutual trust with your manager, place a 0 in the score. If you do have a trusting relationship, place a 5.

Score: \_\_\_\_\_

Question 16: One of the common pitfalls of home telework is the inability to stop working, to build in breaks and set times for "office closing". If you are already a bit of a workaholic, or likely to become one, space a 0 in the space. If you feel you are not likely to become a workaholic, place a 2.

Score: \_\_\_\_\_

Question 17: If your job tasks are easy to measure in terms of completion criteria or output, place a 5 in the space. If you job is less easy to set standards for, place a 2 in the space.

Score: \_\_\_\_\_

Question 18: Organization is the hallmark of a good teleworker. You will be required to plan for work days both on and offsite, and to ensure that everything you need to work from at each site is readily available. If you are very solid in organizational skills, place a 5 in the space. If you are pretty solid, place a 3. If you are average, put a 2.

Score: \_\_\_\_\_

Question 19: If your function or the type of deliverables expected of your job require you to be in close contact with your boss or peers, place a 0 in the space. If you can complete the majority of your tasks without having to refer to other staff, place a 5 in the space.

Score: \_\_\_\_\_

Question 20: Some jobs allow an individual to plan their tasks and schedule on their own. Other jobs are group project driven and require scheduling that is closely linked to those of your peers. If your job is largely autonomous as to scheduling, place a 5 in the space. If it is linked to the jobs of others, place a 2.

Score: \_\_\_\_\_

Question 21: The office is not just a place to work. It is a place where like-minded people establish an important support network. Most employees have forged good and lasting friendships in their workplace that they rely on for both professional and personal interchange. The move to a home office can make it difficult to maintain the easy exchange typical of daily face-to-face contact. If you need and like this kind of interface, place a 0 in the space. If you like it, but could do without it, place a 3. If you are neutral, place a 1.

Score:

\_\_\_\_\_

#### SCORING YOUR QUESTIONNAIRE:

TOTAL SCORE: \_\_\_\_\_

If your score ranged between 72 and 85, you will probably make a great teleworker.

If your total score ranged between 57 and 71, you have the potential to be an effective teleworker. You may need to review your answers to the questionnaire and determine the specific area you may have difficulty in.

If your score below 50, you need to carefully consider all aspects of home telework. It may not be the most effective alternative work strategy for you. For further information or assistance, please contact your HR Advisor or your direct Manager.

**NOTE: THIS QUESTIONNAIRE IS NOT MEANT TO BE SCIENTIFICALLY ACCURATE. IT WAS DESIGNED TO GET YOU THINKING ABOUT WHAT TELEWORK COULD MEAN FOR YOU.**

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