

SELF-ASSESSMENT

Are you a good candidate for telecommuting?

Consider that certain personalities and job characteristics are a better fit for teleworking than others. Be honest in evaluating your own strengths and weaknesses.

| <u>Rate these qualities:</u> | High | Medium | Low |
|------------------------------|-------|--------|-------|
| Self-motivated | _____ | _____ | _____ |
| Self-disciplined | _____ | _____ | _____ |
| Dependable | _____ | _____ | _____ |
| Adaptable | _____ | _____ | _____ |
| Organized | _____ | _____ | _____ |
| Good Communicator | _____ | _____ | _____ |
| Cooperative | _____ | _____ | _____ |
| Conscientious | _____ | _____ | _____ |
| Goal oriented | _____ | _____ | _____ |
| Resourceful | _____ | _____ | _____ |
| Technically Literate | | | |

| <u>Do you have?</u> | Yes | No |
|------------------------------------------|-------|-------|
| Proven time management skills | _____ | _____ |
| Experience in your daily work | _____ | _____ |
| Good performance record | _____ | _____ |
| Space to work privately | _____ | _____ |
| Learning resources available/accessibile | _____ | _____ |

If you have strong marks, then you are a good candidate. You should feel confident in preparing your proposal for telecommuting. If not, work on strengthening your skills to prove you can be a good candidate.