

## 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.