



## Are You a Candidate for Routine Telework?

This self-assessment can help determine compatibility for Cal Poly Corporation employees.

1. **Is your job appropriate for routine telework?** 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

Moderately

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 teleworking?**  
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 telework 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 makes 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.**