Employee Self-Assessment Questionnaire

1. Do core responsibilities require extensive face-to-face contact with supervisors, other employees, customers, or the public that can only be accomplished on-site? If so, how much?

2. Do core responsibilities require ongoing access to equipment, materials, and files that can only be accessed on-site?

3. Do any of the core responsibilities included in the position description require that the work be performed on-site? If yes, is it a reasonable requirement and approximately how much time is devoted to those responsibilities?

4. Read **University Policy No. 4325: Alternate Work Site and Telework**. Consider whether telework/remote work will allow you to meet your performance goals, and the mission of the department and university.

5. Think through the details of completing your work, interacting with your colleagues and customers, and maintaining high quality service when working from an alternate location. What barriers and/or obstacles might there be to successfully accomplish these remotely?

6. Consider your personal work style and how that may influence your success in working from an alternate location. What will you need to change to be successful in a telework /remote environment?

7. Evaluate your alternate workplace relative to comfort, privacy, access to necessary equipment, freedom from noise and other distractions, etc. Is it conducive to a telework/remote work environment?