

11. Do you have an appropriate home work environment?

Check all that apply.

A safe, comfortable work space where it is easy to concentrate on work

The required level of security

The necessary office equipment

A telephone, with a separate home office line, if required, and an answering machine or voice mail

Household members who will understand you are working and will not disturb you

How did you do?

Are you the right kind of worker? If your answer to questions 1 through 9 is “Yes,” you are the kind of employee likely to be successful working at home. (Questions answered “Somewhat” or “Not really” indicate potential problem areas.)

Do you have the right kind of job? You should be able to check every item under question 10.

Do you have the right home environment? Before you start working at home, you should be able to check every item under question 11.

What’s next?

If you believe your answers indicate you are likely to be a successful teleworker, approach your supervisor about the possibility of working from home one day a week or whenever appropriate. Take your completed self-selection survey with you as justification for your request.

If your supervisor agrees with your analysis, obtain a copy of the State of Arizona telework training materials from your agency telework coordinator. If you have difficulty locating these materials, call the Telework Program Administrator at 602.542.7433.

Find an hour to sit down with your supervisor and use the materials to review policies and create your own Telework Agreement.



For more information on the State of Arizona Telework Program, see your agency’s coordinator or click on our website at www.teleworkarizona.com, or call ADOA’s Telework Administrator at 602.542.7433.



Are You A Candidate For Telework?

Could you join the thousands
of State employees who
currently work
**at home a day or two
each week?**

Find Out By Taking This
Self Assessment Survey



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What is telework?

Telework is a management option that allows selected employees to work at home, or a state office location closer to home, one or more days a week. Telework offers a more productive working environment with fewer distractions which results in better job performance, improved employee morale and job satisfaction, reduced absenteeism and sick leave usage. Telework can also help retain valued employees and recruit top quality new people while improving the quality of life in our communities.

How does it work?

All State agencies, boards and commissions are required to implement the State of Arizona Telework Program with the goal of having 20% of State employees in Maricopa County actively participating. Each agency director has assigned a coordinator to implement and expand the program where appropriate. The Office of Travel Reduction Programs works with each agency coordinator to achieve their telework goals.

Is it an employee benefit?

Offering the opportunity to work at home is a management option; telework is not a universal employee benefit. Supervisors may select those candidates who are the right kind of worker, have the right kind job and have the right home environment to be successful teleworkers.

Are you a candidate?

Take the test! Use the following 11 questions to help you determine if telework is for you.

1. Are you self-motivated and self-disciplined? Can you complete work projects without constant supervision? Are you productive when no one is checking on you or watching you work? Successful teleworkers develop regular routines and are able to set and meet their own deadlines.

Yes Somewhat Not really

2. Do you have strong organizational and time management skills? Are you results-oriented? Will you remain focused on your work while at home, and not be distracted by television, housework or visiting neighbors? Do you manage your time and workload well, solve many of your own problems, and find satisfaction in completing tasks on your own? Are you comfortable setting priorities and deadlines?

Yes Somewhat Not really

3. Are you comfortable working alone and disciplined to leave work at quitting time? Can you adjust to the relative isolation of working at home? Will you miss the social interaction at the central office on your telework days? Do you have the self-control to work neither too much nor too little? Can you set a comfortable and productive pace while working at home?

Yes Somewhat Not really

4. Are you able to work independently, with minimal supervision and feedback? Can you accomplish work successfully without frequent feedback or approval? Are you able to make decisions independently?

Yes Somewhat Not really

5. Are you successful in your current position? Do you know your job well and have a track record of performance? Current job performance is a strong indicator of your potential success as a teleworker. Consider how any problems or developmental needs evident in your last performance evaluation might affect your telework experience.

Yes Somewhat Not really

6. Are you knowledgeable about your organization's procedures and policies? Have you been on the job long enough to know how to do your job in accordance with your organization's procedures and policies? Employees with more experience on the job likely will have fewer questions and less need to contact the central office. Do you have well-established work, communication and social patterns at the central office? Teleworkers should have a good understanding of the organization's "culture."

Yes Somewhat Not really

7. Would you be sensitive to the effect on co-workers of any additional work required of them because of the telework arrangement? Would you be willing to share some of your co-worker's tasks to limit the effects if any? Would you take particular care to provide support to co-workers while working at home? Do you have an effective working relationship with co-workers? When you're away from the central office and problems arise, it's important to know how to get help. Established relationships with co-workers enable both you and your co-workers to feel comfortable asking for assistance and to better understand each other's needs and concerns.

Yes Somewhat Not really

8. Are you adaptable to changing routines and environments? Have you demonstrated an ability to be flexible about work routines and environments? Telework changes your daily routine, work environment, work flow and personal interactions. While productivity usually increases at home, new distractions can present challenges to focusing on your work. Are you willing to come into the office on a regularly scheduled telework day if your supervisor, co-workers or customers need you there?

Yes Somewhat Not really

9. Are you an effective communicator and team player? Do you communicate well with your supervisor and co-workers? Are you able to express needs objectively and develop solutions? Successful telework requires effective communication. You must develop ways to communicate regularly with your supervisor and co-workers on your telework days. Teleworkers must take the initiative to keep up-to-date with co-workers and central office activities.

Yes Somewhat Not really

10. Do you have the right job for telework? Check all that apply.

Low face-to-face communication requirements; at least one day a week, communication can be handled by telephone, voice mail or e-mail

Responsibilities include large blocks of time handling information, such as writing, reading, analysis, planning, computer programming, word processing, data entry and telephoning

Minimal requirements for special equipment
Clearly defined tasks and work products with measurable work activities and objectives