

Self- assessment for eWorkers

(To be completed for discussion with line manager in advance of e working application).

This document is intended to help would-be e-workers to think constructively about the prospect of e-working and about how to overcome any potential obstacles.

Your present work

	YES	NO
Do you spend a lot of time using a computer?	[]	[]
Do you spend a lot of time on the phone?	[]	[]
Do you need to work closely with others inside the company?	[]	[]
Do you need to work closely with others outside the company?	[]	[]
Is your work closely linked to that of others?	[]	[]

Yourself

	YES	NO
Are you well organised?	[]	[]
Are you good at taking responsibility?	[]	[]
Can you work by yourself?	[]	[]
Are you good at managing time?	[]	[]
Are you good at managing yourself?	[]	[]
How will you handle the reduced interaction with colleagues?	[]	[]

If you work from home

- how will you communicate with customers?

- how will you communicate with suppliers?

- how will you communicate with colleagues?

- what formal communications channels will you use?

- how will you handle informal communications?

- how will you avoid feeling isolated?

The personal aspects

- Why do you want to work from home?

- What personal drawbacks do you expect?

- How will you overcome them?

- What personal benefits do you expect?

Advantages and disadvantages

- What disadvantages will the company suffer if you work from home?

- How will you overcome them?

- How will you add value to the company by working from home?

- Why should the company allow you to work from home?
