Employee’s Self-Assessment for Mobile Working

# About this form

Employees can use this optional tool in determining if mobile work is the right option.

## Related policy

HR.01.30 Mobile Working and Flexible Scheduling – Supporting a Modern Work Environment

HR.01.30.G1 Handbook for Mobile Working

# Assessment

*Ask yourself the following questions. If at any point you answer no, mobile work, specifically telework may not be the best option for you.*

1. **Are you comfortable working alone?**
   1. Can you adjust to the relative isolation of mobile working?
   2. Do you have the self-control to work neither too much nor too little?
   3. Can you set a comfortable and productive pace while mobile working?
   4. Are you able to hold yourself accountable for your work products?
2. **Are you adaptable to changing routines and environments?**
   1. Do you have the ability to be flexible with work routines and environments?
   2. Are you willing to come to your assigned official duty station on a regularly scheduled telework day as requested or needed, with or without the ability to telework another day of the week?

If you answered yes to all of these questions, work with your supervisor to begin the request process per the mobile work policy and mobile work handbook.