Human Resources
UNIVERSITY OF SOUTH CAROLINA

Employee Individual Readiness Assessment For Telecommuting

This optional assessment is intended to facilitate open dialogue between employees and supervisors about readiness for telecommuting or hybrid work. It offers a structured framework to explore an employee's self-assessed strengths, job suitability, and home workspace environment. If there is a notable difference between the employee's self-rating and the supervisor's evaluation, a follow-up discussion is encouraged to clarify expectations and identify opportunities for growth. Ultimately, while this tool is collaborative in nature, the supervisor's rating will guide the final determination of telecommuting readiness.

Please answer the following questions using the scale below.

5 – Always	4 – Usually	3 – Sometimes	2 – Rarely	1 – Never

QUESTION	EMPLOYEE RATING	SUPERVISOR RATING
1. I can develop regular routines and am able to set and meet deadlines.		
2. I am self-motivated, self-disciplined and able to work independently, completing projects on time with minimal supervision.		
3. I have strong organizational and time-management skills and am results-oriented.		
4. I manage my time and workload well, solve many of my own problems, and find satisfaction in completing tasks independently.		
5. I am comfortable working alone and can set a productive pace at home.		
6. I understand the organization's culture, procedures, and policies.		
7. I maintain effective communication with co-workers while telecommuting.		
8. I am adaptable to changing routines and flexible about work.		
9. I am an effective communicator across multiple platforms (e.g., email, Teams, Zoom).		
10. I am in good standing with the agency and have no recent disciplinary actions.		
11. I actively seek feedback and use it to improve performance.		
12. I demonstrate honesty, accountability, and follow-through.		
TOTAL SCORE: (Minimum = 12 Maximum = 60)		

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Job/Environment Suitability Assessment

Section 1: Is my job appropriate for telecommuting? (Check those that apply)

☐ My job's service level is location-independent

☐ Minimal on-site supervision or customer contact required

☐ Team interdependence won't be disrupted

☐ Low face-to-face needs; communication can be virtual

☐ Minimal special equipment needed

☐ Tasks and objectives are clearly measurable

☐ I can influence and schedule workflow

Total Number of Boxes Checked (Section 1): _____

Section 2: Is my alternate workplace appropriate for telecommuting? (Check those that apply)

☐ Safe, quiet, distraction-free space

☐ Meets agency-required security

☐ Has office equipment/software per standards

☐ Phone, voicemail, and sufficient internet access

☐ Household members understand work boundaries

☐ Personal tasks (e.g., caregiving, errands) handled only on breaks/off-hours

☐ Leave used for caregiving or personal responsibilities

☐ Home/rental insurance permits home office

☐ Zoning permits home office use

Total Number of Boxes Checked (Section 2): _____

SCORING: Section 1 Total x 2: _____ **+ Section 2 Total:** _____ **= Final Score:** _____

Instructions: Review the overall scores provided by both the employee and the supervisor on Page 1 of the Employee Individual Readiness Assessment, as well as the final score from Page 2 of the Job/Environment Suitability Assessment.

Using these scores, identify the corresponding boxes on the grid below and accurately plot both the employee readiness rating and the job/environment suitability score. This will help determine the overall telecommuting readiness outcome.

JOB/ENVIRONMENT SUSTAINABILITY	**ACCEPTABLE (18-23)**	**Job/Environment *Suitable* Employee *Not Ready*** Discuss with employee areas where individual performance improvements are needed to enable eligibility.	**Job/Environment *Suitable* Employee a *Potential Candidate*** Address any areas of concern with candidate and discuss options.	**Job/Environment *Suitable* Employee an *Excellent Candidate*** Develop a telecommuting plan with the employee.
	UNACCEPTABLE (0-17)	**Job/Environment *Not Suitable* Employee *Not Ready*** Explain to the employee that they will not be able to telecommute and discuss the job suitability, environmental and individual readiness issues involved.	**Job/Environment *Not Suitable* Employee a *Potential Candidate*** Explain to the employee why the job is not suitable for telecommuting, and if the primary issues for non-suitability are environmental, offer to reconsider once those issues are addressed by the employee.	**Job/Environment *Not Suitable* Employee an *Excellent Candidate*** Explain to the employee why the job is not suitable, or why the home work environment is currently unacceptable. Discuss options for addressing work environment issues or identify other potential flexibility options for the employee.
		LOW (12-40) **NOT READY**	**MEDIUM/MODERATE (41-50)** **POTENTIAL CANDIDATE**	**HIGH (51-60)** **EXCELLENT CANDIDATE**
		EMPLOYEE INDIVIDUAL READINESS		