



## Remote Work Readiness Assessment

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The decision to work remotely should be based on the ability of an employee to work in a setting away from the primary workplace without on-site supervision. The following tool can be used by employees and supervisors as a basis for discussing the option of remote work. The employee should submit the application to a supervisor for evaluation and discussion. The decision whether to approve or deny a remote work request is at the discretion of the University. **There is no right or entitlement to work remotely regardless of the responses to the application. Please also ensure the eligibility requirements in the Remote Work Policy are met.**

Please answer the following questions rating your abilities, using the following scale:

5 – Always	4 – Usually	3 – Sometime	2 – Rarely	1 – Never
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1. I can develop regular routines and am able to set and meet deadlines. I am self-motivated, self-disciplined and able to work independently, completing projects on time with minimal supervision and feedback. I am capable of being productive when no one is checking in or watching my work.

Employee Rating	
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Supervisor Rating	
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2. I have strong organizational and time-management skills and am results-oriented. I will remain focused on work while working remotely and not be distracted by television, housework, visiting neighbors, dependent care, etc. I will manage my time and workload well, solve many of my own problems and find satisfaction in completing tasks on my own. I am comfortable setting priorities and deadlines and can keep my sight on results.

Employee Rating	
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Supervisor Rating	
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3. I am comfortable working alone, can adjust to the relative isolation of working at home, and can set a comfortable and productive pace while working at home.

Employee Rating	
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Supervisor Rating	
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4. I have a good understanding of the Clemson's culture and environment. I am knowledgeable about the organization's procedures and policies and have been on the job long enough to know how to do my job in accordance with those policies.

Employee Rating	
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Supervisor Rating	
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5. I have effective working relationships with co-workers and will be able to maintain such relationships/effective communication while working remotely.

Employee Rating	
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Supervisor Rating	
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6. I am adaptable to changing routines and environments and have demonstrated an ability to be flexible about work.

Employee Rating	
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Supervisor Rating	
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7. I am an effective communicator. I have demonstrated effective communication between supervisors and co-workers, and I am comfortable using various methods of communication.

Employee Rating	
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Supervisor Rating	
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8. I am in good standing with the university on my previous and current performance reviews and have no recent disciplinary actions.

Employee Rating	
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Supervisor Rating	
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9. Is my job appropriate for remote work? (Check those that apply.)

- My job responsibilities are arranged so that there is no difference in the level of service provided to the customer regardless of work location.
- My job has minimal requirements for on-site supervision or contact with customers.
- My job requires low face-to-face communication, and I have the ability to arrange days when communication can be handled by telephone, email or other electronic means.
- My job has minimal requirements for special equipment.
- I am able to define tasks and work products with measurable deliverables and objectives.
- I am able to control and schedule workflow.

10. Is my alternate workplace an appropriate environment for working remotely? (Check those that apply.)

- I have a safe, comfortable workspace where it is easy to concentrate on work.
- I have the appropriate level of security required by the university.
- I have the necessary office equipment and software that meet university standards.
- I have a telephone, with separate home office line if required, an answering machine or voicemail, and sufficient internet access and speed.
- I have household members who will understand I am working and will not disturb my work.
- I understand that I am prohibited from providing dependent care (either to a child or an adult) during work hours. I understand that all personal activities, including child and dependent care, pet care, housework, yardwork, personal errands, etc., must be done only during established break times, lunch time and before and after work hours.
- I understand and agree that I must use accrued leave when providing dependent care or when addressing other personal responsibilities during work hours. This includes time spent caring for an ill household member or other person.
- I certify that my home or rental insurance does not prohibit a home office.
- I have reviewed the relevant zoning requirements to ensure a home office is permitted.

**Next step:** Discuss this assessment with your supervisor. If your supervisor and departmental/division leadership are supportive of remote work, additional approvals must be obtained before remote work can commence.

Employee Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Employee  
Signature: \_\_\_\_\_

Supervisor  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_