



The Telecommuting Advantage Group

Employee Suitability Assessment™

ANALYZE PERSONAL TELEWORK COMPETENCIES

The Employee Suitability Assessment (ESA) is an online situational judgment tool that analyzes five critical personal competencies that support employees' success in a telework environment. The ESA provides employees with customized feedback that can be used as an action-oriented employee and workgroup development tool.

Critical Competencies Assessment

1. Communication Skills: The ability to understand the communication and collaboration methods that most effectively complete different job-tasks.

2. Self-Management: The ability to take the initiative to plan and organize work in order to effectively meet project objectives while maintaining a thriving work-life balance.

3. Remote Relationship: The ability to identify the resources and methods necessary to stay connected with key people at work and maintain workgroup and customer relationships.

4. Results Orientation: The ability to complete work efficiently and effectively.

5. Technology: The ability to understand technology and use it effectively.

After an ESA is sufficiently used by a workgroup or organization, it can provide overall trends in each of the competency areas, data that is appealing to managers and executive decision-makers.

TAG EMPLOYEE SUITABILITY ASSESSMENT
TELECOMMUTING COMPETENCY FEEDBACK
TAG_SMPLE_BL

Scenario 21 (A-021)

Tim recently switched to a telecommuting arrangement where he works out of his home two days per week. Tim enjoys the flexibility of telecommuting, but is worried about the impression it is making on his former teammates – he is concerned that others will think he is "going off" rather than working. If you were Tim, you would:

For the above situation, please rate the effectiveness of each action listed below.
Fill in a circled number from 1 to 5 for each action on the Answer Sheet.

a. Get over it. Remind yourself how successful the telecommuting situation is and that your results will speak for themselves.					
b. Talk to one of the teammates that you know best, confiding in him/her your concerns and ask him/her whether he/she senses this is the view among the teammates.					
c. Send out a memo describing your telecommuting arrangement such as your hours, tasks, and so on to show people you are serious about your work.					
d. Ask your manager for advice – maybe he/she even knows whether the others hold this view of you or not.					
e. Set up an informal meeting with your teammates to describe your telecommuting arrangement and get their feedback.					

Situational Judgment Questions

ESA Summary Results

Based on your overall score, you will be "ready to telecommute with some help"

Competency Area	Score
Social Needs	55
Technology	78
Results Orientation	95
Self-Management	44
Remote Management	68
Communication	58
Overall	66

0 – 50 Not ready 51 – 70 Ready w/ help 71 – 100 Highly recommend

Situational Judgment Results

PRODUCT CHARACTERISTICS

- Scientifically-based assessment tool
- Personalized results
- Feedback on critical competencies
- Suitable for public and private employers of all sizes.
- Can be linked to employees' Individual Development Plans (IDPs)

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