



The Telecommuting Advantage Group

# Work Suitability Assessment™



Evaluate Suitable Job Task for Telework



Unsuitable Job Task for Telework

## ANALYZE JOBS FOR TELEWORK

The Work Suitability Assessment (WSA) is a web-based, interactive tool that analyzes an employee's job-tasks and collaboration needs for possible inclusion in an effective flexwork program that may include telework, compressed workweek or flexible-schedules. The WSA also assists managers in evaluating telework performance and IT requirements for specific job-tasks.

### Job-Tasks

The WSA assesses specific job requirements to determine whether an employee's job-tasks are suitable for a flexwork arrangement. Employees use this information to identify job-tasks that can be done more productively in a remote environment, and to evaluate their own performance.

### Collaboration Needs

The WSA examines an employee's need to collaborate with co-workers and customers, ensuring that the level and quality of the collaboration is maintained or enhanced, and that non-flexworking co-workers are supported.

The WSA assists an employee in demonstrating how their participation in the flexwork program will help their employer meet objectives, while allowing the employee to support managers and co-workers.

**1. Ratings**

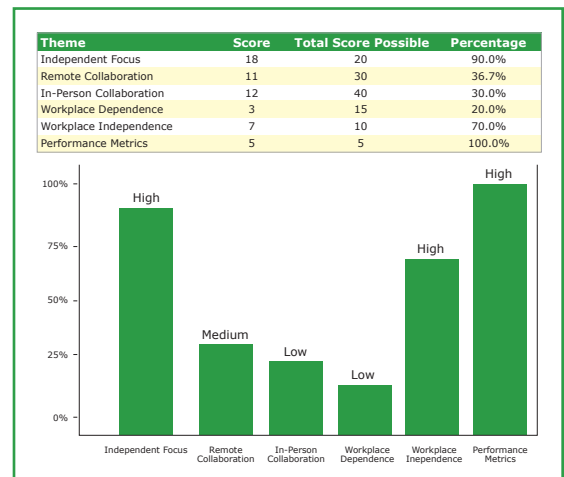
Please rate the different types of tasks you perform for your job, based on how much time you spend on them in the office, and how much time you foresee spending on them remotely. Once you have completed the assessment, click the Submit button and print out your Scores and Results pages to submit with your flexwork application, and to discuss with your supervisor/manager. Your results will not be saved online for future access.

**Rating Scale:**

0	1	2	3	4	5
Do not perform	Very low amount of time	Low amount of time	Moderate amount of time	High amount of time	Very high amount of time

Enter or analyze data, or perform other computer-related activities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Perform work tasks that require frequent input from others or conduct work with others that requires your frequent input. (Not required to be physical.)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conduct research (i.e., search on-line sources, review materials).	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participate in face-to-face meetings (e.g., staff meetings, project meetings, team meetings, company meetings).	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participate in teleconferences, videoconferences or make phone calls.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Persuade, counsel, coach, or advise others in a manner that requires face-to-face contact.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meet with customers or co-workers at a location other than your office.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Job Component Analysis



Job-Task and Collaboration Need Themes

## PRODUCT CHARACTERISTICS

- Web-based interactive assessment tool with instant, customized results
- Identifies how well an employee's job-tasks fit flexwork arrangements
- Analyzes how an employee's collaboration requirements fit flexwork arrangements
- Reduces program effort for managers and HR
- Increases management acceptance and participation
- Identifies employee performance metrics
- Provides a real-time calendar feature

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