

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.

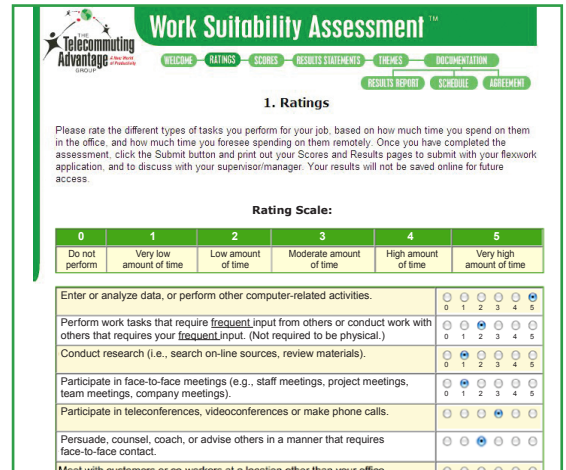
Job-Tasks

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.



Work Suitability Assessment™

WELCOME RATINGS SCORES RESULTS STATEMENTS THEMES DOCUMENTATION

RESULTS REPORT SCHEDULE AGREEMENT

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. ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Perform work tasks that require frequent input from others or conduct work with others that requires your frequent input. (Not required to be physical.) ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Conduct research (i.e., search on-line sources, review materials). ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

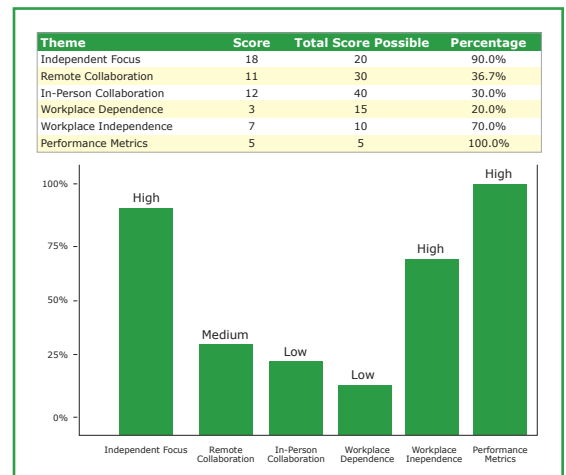
Participate in face-to-face meetings (e.g., staff meetings, project meetings, team meetings, company meetings). ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Participate in teleconferences, videoconferences or make phone calls. ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Persuade, counsel, coach, or advise others in a manner that requires face-to-face contact. ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Meet with customers or co-workers at a location other than your office. ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

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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