**Self-Assessment: Are You a Good Telecommuter?**

**The source of this scale is: Steven L. McShane.**

Teleworking (also known as telecommuting) has become one of the fastest-growing developments in the workplace. With advanced computer and telecommunications systems, knowledge workers can now perform their work at home or another location away from their usual office. But effective teleworking requires more than technology. Some people are better than others that surviving and succeeding in teleworking arrangements.

This instrument is designed to help you to identify your "telework disposition", that is, the degree to which your needs, values, and competencies are compatible with teleworking arrangements. This scale does not cover every personal characteristics related to effective teleworking, but it measures three of the most important dispositions. Also, please keep in mind that this scale only considers your personal characteristics. Other factors, such as organizational, family, technological systems support must also be taken into account.

**Instructions:**

Read each statement in this instrument and indicate the extent to which you agree or disagree that the statement describes you. You need to be honest with yourself to for a reasonable estimate of your level of workaholism.

1. I am more organized than most people I know.

* Strongly Agree
* Agree
* Neutral
* Disagree
* Strongly Disagree

1. I prefer working alone than with other people.

* Strongly Agree
* Agree
* Neutral
* Disagree
* Strongly Disagree

1. I am sometimes uncomfortable with the values and practices of this company.

* Strongly Agree
* Agree
* Neutral
* Disagree
* Strongly Disagree

1. I work much better when my supervisor is nearby to provide feedback or support.

* Strongly Agree
* Agree
* Neutral
* Disagree
* Strongly Disagree

1. I follow company practices when working with clients or completing tasks.

* Strongly Agree
* Agree
* Neutral
* Disagree
* Strongly Disagree

1. One of the most important things for me at work is spending time with co-workers.

* Strongly Agree
* Agree
* Neutral
* Disagree
* Strongly Disagree

1. Getting things done on time is sometimes a problem for me.

* Strongly Agree
* Agree
* Neutral
* Disagree
* Strongly Disagree

1. I agree with and support most of the goals and values of this organization.

* Strongly Agree
* Agree
* Neutral
* Disagree
* Strongly Disagree

1. I begin each workday by setting goals that I want to accomplish.

* Strongly Agree
* Agree
* Neutral
* Disagree
* Strongly Disagree

1. I usually avoid forming close friendships with people at work.

* Strongly Agree
* Agree
* Neutral
* Disagree
* Strongly Disagree

1. I need a supervisor to keep me on schedule.

* Strongly Agree
* Agree
* Neutral
* Disagree
* Strongly Disagree

1. For me, the workplace is as much about making friends as it is about making money.

* Strongly Agree
* Agree
* Neutral
* Disagree
* Strongly Disagree

1. I tend to ignore company procedures that I think are silly or wrong.

* Strongly Agree
* Agree
* Neutral
* Disagree
* Strongly Disagree

1. I am better than most people at getting the job done without someone supervising me.

* Strongly Agree
* Agree
* Neutral
* Disagree
* Strongly Disagree

**Understanding Your Score on the “Are You a Good Telecommuter?” Scale**

Some people thrive in teleworking arrangements, whereas others discover that it is neither a satisfying nor productive work environment for them. This scale assesses three personal dispositions that are identified in the literature as characteristics of effective teleworkers: (a) high company alignment, (b) low social needs at work, and (c) independent initiative.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Low company alignment | Moderate company alignment | High company alignment |  |
| 4 | 4 to 8 | 9 to 14 | 15 to 20 | 20 |

**Company alignment**

Company alignment estimates the extent to which you follow company procedures and have values congruent with company values. The greater the alignment, the more likely that you can abide by company practices while working alone and with direct supervision. While some deviation from company practices may be appropriate, teleworkers need to agree with company values and provide work that is consistent with company expectations most of the time. Scores on this scale range from 4 to 20.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Low | Moderate | High |  |
| 4 | 4 to 8 | 9 to 14 | 15 to 20 | 20 |

**Low social needs at work**

People with a high score on this subscale *do not* rely on co-workers to satisfy their social needs. Successful teleworkers tend to score higher on this subscale 9i.e. have lower social needs at work) because teleworking offers less opportunity for social interaction with co-workers than when working in an office setting each day. Scores on this scale range from 4 to 20.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Low | Moderate | High |  |
| 6 | 6 to 14 | 15 to 23 | 24 to 30 | 30 |

**Independent initiative**

One of the most important characteristics of successful teleworkers is that they are able to set their own work goals and maintain a productive work schedule without direct supervision. People who score higher on this subscale tend to have a higher degree of independent initiative. Scores on this scale range from 6 to 30.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Low telework disposition | Moderate telework disposition | High telework disposition |  |
| 14 | 14 to 33 | 34 to 53 | 54 to 70 | 70 |

**Total Telework Disposition**

This overall score combines your results for company alignment, social needs at work, and independent initiative. A higher score indicates that you will probably be more satisfied and productive in a teleworking arrangement than someone with a lower score on this scale. Specifically, people with high scores have higher alignment with company values and practices, lower social needs at work, and higher independent initiative. Scores on this scale range from 14 to 70.

**Scoring:**

To find where you stand on the “Are You a Good Telecommuter?” scale, please refer to the following scoring guide:

**(Company alignment - Questions 5, 8)**

Strongly Agree – 4 points

Agree – 3 points

Neutral – 2 points

Disagree – 1 point

Strongly Disagree – 0 points

**(Company alignment - Questions 3, 13)**

Strongly Agree – 0 points

Agree – 1 point

Neutral – 2 points

Disagree – 3 points

Strongly Disagree – 4 points

**(Low social needs at work – Questions 2, 10)**

Strongly Agree – 4 points

Agree – 3 points

Neutral – 2 points

Disagree – 1 point

Strongly Disagree – 0 points

**(Low social needs at work – Questions 6, 12)**

Strongly Agree – 0 points

Agree – 1 point

Neutral – 2 points

Disagree – 3 points

Strongly Disagree – 4 points

**(Independent initiative – Questions 1, 9, 14)**

Strongly Agree – 4 points

Agree – 3 points

Neutral – 2 points

Disagree – 1 point

Strongly Disagree – 0 points

**(Independent initiative – Questions 4, 7, 11)**

Strongly Agree – 0 points

Agree – 1 point

Neutral – 2 points

Disagree – 3 points

Strongly Disagree – 4 points

**Total Telework Disposition** – add the totals for all three factors.