



Issue	Question	Rating (5 = Always, 1 = Never. N/A = not applicable)	What, if anything, needs to be done about this?
Your work	Is your work capable of being carried out remotely, using electronic rather than paper process?	1 2 3 4 5 N/A	
	How often is face-to-face contact required with clients/stakeholders/partners?	1 2 3 4 5 N/A	
	How often is such contact regular and predictable?	1 2 3 4 5 N/A	
	How often is face-to-face contact required with colleagues?	1 2 3 4 5 N/A	
	How often is this contact regular and predictable?	1 2 3 4 5 N/A	
	How often is access needed to specialist equipment or specific sites?	1 2 3 4 5 N/A	
	Are there tasks which, currently, only you are capable of dealing with?	1 2 3 4 5 N/A	
Skills and competences	Do you feel confident and competent in using all the tools, technologies and processes required for your work?	1 2 3 4 5 N/A	
	Do you keep on top of your workload?	1 2 3 4 5 N/A	
	Are you able to start and complete work tasks without the help of a manager or colleagues?	1 2 3 4 5 N/A	
	Are you confident in working through problems on your own?	1 2 3 4 5 N/A	
	Can you organise your time effectively?	1 2 3 4 5 N/A	



	Can you identify when you need to seek help in completing your work?	1 2 3 4 5 N/A	
	Are you good at identifying signs of stress in yourself and others?	1 2 3 4 5 N/A	
	Are you able to pick up quickly on work after a period of not working?	1 2 3 4 5 N/A	
	Are you aware of and comfortable with your knowledge on health & safety for remote working and data security?	1 2 3 4 5 N/A	
	Can you motivate yourself to work regardless of other demands and distractions?	1 2 3 4 5 N/A	
Communications	Are you good at reporting work-in-progress and keeping information and workflow systems updated?	1 2 3 4 5 N/A	
	Are you good at giving and receiving support to and from colleagues?	1 2 3 4 5 N/A	
	Are you comfortable using a range of different communication methods to share information?	1 2 3 4 5 N/A	
	Do you draw your energy and enthusiasm from interacting with friends and colleagues?	1 2 3 4 5 N/A	
Home environment, if ever working from home	Are you able to balance work and non-work boundaries?	1 2 3 4 5 N/A	
	Is your home situation suitable for working from home?	1 2 3 4 5 N/A	
	If working from home, would your work take place there (as opposed to using it as a base to work on a mobile basis)	1 2 3 4 5 N/A	
	Do you have a separate area to work, free from home distractions?	1 2 3 4 5 N/A	