

Work from Home Assessment

Purpose of Assessment: To be used with clients who are interested in working from home and exploring at home career options. The intent is to gauge the readiness to work from home. This assessment could be used at application or plan development.

Development of Assessment: The assessment was developed from other existing work from home assessments, the guidelines of employers who have employees working from home, and the necessary blindness technology and IL skills needed in order for clients to be successful.

VR Counselor Tips: Please use this as a discussion tool with your clients that wish to work from home. You may verbally ask each of the assessment questions with clients and gain a “Yes” or “No” answer. Beyond just the “Yes” or “No” answer, this assessment should lead into a rich discussion of readiness and knowledge of working from home opportunities and requirements. This is only a tool and not to be used as the only assessment strategy to determine if a client is ready and will be successful working from home. Additional assessments such as: IL assessments, transferable skills, and past work experience are all additional assessments that can be used along with this document. The scores should be added up at the end of the document and results shared with the client. A low score does not indicate a client should never work from home, but rather additional training should be done prior to seeking work from home opportunities.

Definitions:

Technology Assessment- a standardized assessment in which a Rehabilitation Technology Specialist (RTS) assesses the technology skills a client currently has. This assessment usually involves a touch typing, ability to take notes, and use the internet to retrieve information. A technology assessment is written up by the RTS and placed into eForce once completed.

Worksite Assessment- a formalized assessment in which a Rehabilitation Technology Specialist (RTS) works with the IT staff of the employer to assess the specific workplace location and essential functions of the job. In this case the workplace location would be the client’s home. The assessment determines if the client has the appropriate technology and alternative technique strategies in order to be successful in a particular type of job. For a worksite assessment to be valid, the RTS must be assessing a specific type job at a specific employer-meaning the job has already been identified.

1. Have you had a technology assessment in the last year? If the answer is “No”- then please complete that before continuing this assessment.
2. Were you found to have proficient note taking, computer, technology, office equipment, and phone skills in your technology assessment? If “No”- then please continue working on your technology skills.
3. Have you researched a specific work from home company that you would like to work for and have had a worksite assessment done?
4. Do you have sufficient independent living skills to work from home? Sufficient IL skills mean you can label items, manage household tasks and your self-care.
5. Do you have travel skills and a transportation plan should you need to travel for trainings, meetings, and events required in your field?

6. Have you successfully completed rehabilitation technology training? Successfully completed means you have mastered both high and no/low tech techniques for office equipment and tasks/systems that were identified in the worksite assessment.
7. Is your typing speed over 60 words per minute? (60 words per minute is the average typing speed of common work from home jobs.) Suggestion: You can go to an accessible location to do this such as an Iowa Workforce Development Center.
8. Have you researched working from home and done an informational session with someone who works from home to see how it actually works?
9. Do you have previous work experience and have you exhausted all efforts to work in your home community?
10. Have you ever had a home-based job or business and were successful? Suggestion: you could talk about what successfully working from home looks like and means.
11. Do your friends, family, and support system think it is a good idea for you to work from home?
12. Do you and others who know you consider you to be disciplined, independent, a self-starter, and someone who does not need continual feedback?
13. Are you persistent and once you get an idea you do not stop until you have achieved your idea?
14. Do you have friends and a social network outside of your home? Suggestion: This question is to determine that the client is making the best career choice and not wanting to work from home because they lack IL skills, transportation, and a social network.
15. Are you able to ignore distractions and have a strong sense of concentration?
16. Would others consider you a highly-organized person, able to manage time, and deadlines?
17. Do you typically set personal and professional goals, as well as, make lists to track progress of those goals?
18. Do you have space in your home to have a home office that is clear of disruptions and other people?
19. Can you multitask and are you able to navigate multiple screens at once?
20. Are you free of caretaking responsibilities for family members, young children, or any other people while working at home?
21. If you live with others, will they enjoy you working at home?
22. When your computer or office equipment does not work, do you know how to problem solve to troubleshoot to fix it?
23. To resolve technology issues in your home office would you be comfortable talking with someone over the phone to fix the issue?
24. Do you enjoy being alone and without interaction of co-workers or others to talk to while you are at work?
25. Has your internet connection gone down for over 30 minutes more than twice in the last year?
26. Do you regularly perform maintenance on your computer and office equipment, back up your computer, and run virus scans?
27. Could you consistently work without any supervision or direction, without positive feedback, and without any social interaction of co-workers?
28. Are you more productive than most other people and would your friends and family agree that you are more productive than most others?
29. Do you have excellent written and verbal communication?
30. Have you been late more than one time to an appointment or engagement in the last year?

- Score: _____ For every "Yes" answered, individual is given one point.
- Score of 30-26 Individual most likely will be successful working from home. Please look at the questions that were answered "No" and determine if additional training is needed before pursuing work from home opportunities. ***A score of 26-30 is required for pursuing work from home opportunities.***
- Score of 25-21: Individual is less likely to be successful working from home. Work on the questions they answered "No" to and once training has been done please re-do assessment.
- Score of 20-15: Individual is not likely to be successful working from home and will need a significant amount of training. Look at other employment options, or if training is pursued, then please re-do assessment.
- Score of 15 or less: Individual is not a good fit for working from home. Look at other options of working in the community.