



SCSEP Remote Work Self-Assessment

Remote SCSEP Community Service Assignments (CSA) will be based on the ability of a Participant to perform duties to provide support to a Host Agency in a setting that may be in his or her home or other approved area, without in person supervision. This Self-Assessment tool can be used by the SCSEP Case Manager and prospective Participant as a basis for discussing the option of remote work with a Host Agency Supervisor.

Self-Assessment Questions

The Participant should review the following questions and rate their abilities, using the following scale:

5 – Always 4 – Usually 3 – Sometimes 2 – Rarely 1 – Never

Participant Name:		PID #:
Host Agency Name:		
Community Service Assignment:		
Question		Rating
1. I develop regular routines and I can set and meet deadlines.		
2. I am self-motivated, self-disciplined, and able to work independently, completing projects on time with minimal supervision and feedback. I am capable of being productive when a supervisor is not present to monitor me or provide support.		
3. I have strong organizational and time-management skills and am results-oriented. I will remain focused on my tasks while working remotely and will not be distracted by television, housework, or visitors.		
4. I manage my time and workload well, solve problems independently or seek assistance, and find satisfaction in completing tasks on my own.		
5. I am comfortable working alone, can adjust to the relative isolation of working at home, and can set a comfortable and productive pace while working.		
6. I have a good understanding of the Host Agency's organizational culture and environment.		
7. I am knowledgeable about the Host Agency's procedures and policies.		
8. I have an effective working relationship with my Host Agency Supervisor and the SCSEP Case Manager and/or SCSEP Program Staff, and I will be able to maintain the appropriate level of communication with them while working remotely.		
9. I am adaptable to changing routines and environments and can be flexible in my work.		
10. I am an effective communicator, can demonstrate effective communication with my Host Agency Supervisor, and I am comfortable using various methods of communication (i.e. email, Zoom, instant messaging, etc.).		

SCSEP Participant Signature

Date

SCSEP AJCC Case Manager Signature

Date