

Remote Work Readiness Assessment Template

All questions are optional. Select one answer for each choice question.

Write your answers to the open questions in the space provided.

1. Do you have the work device required for your agreed remote tasks?

- ☐ Yes
- ☐ Partly
- ☐ No
- ☐ Not sure what is required

2. Have you tested access to the systems needed for your remote tasks?

- ☐ Yes, all required access worked
- ☐ Yes, some access did not work
- ☐ No, I have not tested access
- ☐ Not sure which systems are required

3. How reliably does your internet connection support the work tasks you have tested?

- ☐ Reliably
- ☐ With occasional interruptions
- ☐ With frequent interruptions
- ☐ I have not tested it
- ☐ Not sure

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4. Can you use your planned workspace for the tasks agreed with your manager?

- ☐ Yes
- ☐ Partly
- ☐ No
- ☐ I would like to discuss support privately
- ☐ Not sure

5. How clear are the agreed expectations for availability during remote work?

- ☐ Not at all clear
- ☐ Slightly clear
- ☐ Moderately clear
- ☐ Very clear
- ☐ Extremely clear
- ☐ Not agreed yet

6. Do you know which communication channels to use for routine work and urgent issues?

- ☐ Yes, for both
- ☐ Only for routine work
- ☐ Only for urgent issues
- ☐ No

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7. Do you know how to request technical support while working remotely?

- ☐ Yes
- ☐ Partly
- ☐ No

8. What equipment, access, or clarification do you still need before starting remote work?
