



## State of New Jersey

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### NEW JERSEY DEPARTMENT OF AGRICULTURE PILOT TELEWORK PROGRAM

#### TELEWORK SELF-ASSESSMENT

##### **General Telework Principles**

I am comfortable working alone for the number of days I have requested to telework.

I will not miss the social interaction of my workplace.

I am willing to be flexible about my telework arrangement and will respond to the needs of my supervisor, workgroup, and work.

##### **Self-Management**

I have the ability to work with minimal/reduced direct supervision.

I have organized work practices that will allow me to telework successfully.

I have good planning skills.

I have effective time management skills that enable me to consistently meet schedules and deadlines.

I commit to being available and focused during my scheduled telework hours.

I understand attempts to schedule telework in lieu of utilizing accrued leave time to address personal issues including, but not limited to, vacations, sick days, medical appointments, etc. may result in revocation of my telework agreement.

##### **Technology**

I am comfortable with the technologies needed to successfully telework.

I am willing to learn new technologies required to successfully telework.

## **Communication**

I have the ability to ensure good communication with my supervisors, coworkers, contacts, and the public I serve.

I will return emails, telephones calls, and voicemails in a timely manner.

I will ask clarifying and/or confirming questions of my supervisor when assigned a new project, or when encountering an issue that requires further guidance.

## **Appropriate Space**

My telework office space is conducive to allow me to work effectively.

I am comfortable working in my telework office space.

My telework office space is secure and classified and/or sensitive information will be maintained in accordance with the NJDA's policies regarding data security as well as the Statewide Information Security Manual.

If applicable, I have dependent care (i.e., childcare, eldercare, pet care, or care of any dependent adults) arrangements in place so that I may effectively complete my work.

I will not be distracted in my telework office space by children, family, friends, television, cellphones, drop-ins, deliveries, solicitations, or other responsibilities.

**I understand that I am required to self-certify online that I have received, understand, and agree to the terms and agreements of the NJDA's Pilot Telework Policy, Self-Assessment and Eligibility Application.**