



Talent in Innovation.  
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# RemoteWorkQ

Helping you succeed in a  
remote working environment

## Sample Candidate

RemoteWorkQ completed:  
20 August 2020



# Your Report

This report was created using your responses to the RemoteWorkQ questionnaire and is intended to help you to be more successful in a remote working environment. We've used your responses to determine your likely strengths and potential areas of risk when working remotely, and provided tailored insights and coaching tips to help you understand and develop your strengths and opportunities.



## Work Relationships

- Maintaining Good Working Relationships
- Offering Help
- Communicating Using Technology



## Work Habits

- Working Autonomously
- Using Time Efficiently
- Staying Focused

## Self-Development and Well-Being

- Adapting to Change
- Focusing on Self-Development
- Taking Action



## Understanding your RemoteWorkQ results

Your responses to the questionnaire allow us to determine your potential to exhibit behaviours in key performance areas that are necessary for success when working in a remote environment. Lower scores help you identify areas of risk so that you can focus on exhibiting the specific behaviours that may not come naturally to you but are shown to drive successful remote work performance. Keep that in mind when reviewing your results on the next page.

Once you've seen how you scored, review the **Development Tips** section in the following pages to find detailed personalised feedback and coaching tips to customise your own development plan.



Key Takeaways

# Key Takeaways

- 1 **Low Potential** to exhibit a specific set of behaviours (possible development area)
- 2 **Medium Potential** to exhibit a specific set of behaviours
- 3 **High Potential** to exhibit a specific set of behaviours



## Work Relationships

<p><b>Maintaining Good Working Relationships</b></p>	<p>Building strong working relationships may be difficult for you. You may need to put extra effort into building and maintaining personal relationships with your co-workers in a remote work environment.</p>	
<p><b>Offering Help</b></p>	<p>You like to share information and guidance, though maybe only when asked or when the need to do so is obvious. Your co-workers can generally trust you to provide support or assistance when needed, which is critical in a remote work environment.</p>	
<p><b>Communicating Using Technology</b></p>	<p>You effectively use the technology systems available to you to communicate and access information, including advanced features of messaging systems, social media channels, and multimedia presentation platforms.</p>	

## Key Takeaways



## Work Habits

### Working Autonomously

You usually only ask people for help after trying to resolve the situation on your own. Continuing to find a solution first before engaging with others will be important. You should be successful working with limited supervision in a remote work environment.



### Using Time Efficiently

You may struggle to manage your time without the accountability of working in an office environment. If you find yourself procrastinating or wasting time you are likely to miss important deadlines.



### Staying Focused

You may struggle to concentrate on a single task for long periods of time. You may be easily distracted from doing your work in a remote environment without someone checking on you regularly.



## Key Takeaways



## Self-Development and Well-Being

### Adapting to Change

You feel energised by change and will quickly and easily adapt your approach to meet the demands of a remote work environment, even if you have not worked remotely before. You embrace change and will energetically adapt to meet changing demands.

3

### Focusing on Self-Development

You do not typically prioritise activities related to continually improving your work performance and may not even think about it much. You may need some direction to take advantage of opportunities for development in a remote work environment.

1

### Taking Action

You prefer to stay busy most of the time. You are willing to take on new responsibilities when asked, as long as they do not become too demanding.

2

Now that you've seen an overview of your top strengths and development areas, review the following section of this report to gain insight into how you might develop stronger competence within these areas. Mark the ones that you wish to focus on and note the personalised coaching tips associated with each behaviour.

# Development Tips



## Work Relationships

### Maintaining Good Working Relationships

1

Building strong working relationships may be difficult for you. You may need to put extra effort into building and maintaining personal relationships with your co-workers in a remote work environment.



#### Next steps

- To avoid feeling isolated in a remote work environment, you will need to make socialising with your co-workers a priority.
- Spend a few minutes before meetings learning more about your co-workers. Relate to them on a personal level.
- Be open to people who are trying to get to know you. Chat with them and be friendly.
- Attend remote coffee breaks or happy hours to further strengthen your relationships.

#### Notes



Development Tips



## Work Relationships

### Offering Help



You like to share information and guidance, though maybe only when asked or when the need to do so is obvious. Your co-workers can generally trust you to provide support or assistance when needed, which is critical in a remote work environment.



#### Next steps

- Have regular conversations with co-workers about the projects they are working on and offer to share your experience.
- Speak with your co-workers or manager to determine where your knowledge or expertise could be most valuable. Deliver a virtual training session to share this knowledge.
- Pro-actively offer to help your co-workers, even if they do not ask for it.
- Next time a co-worker asks for help, offer to set up regular meetings to provide ongoing support.

#### Notes

Development Tips



## Work Relationships

### Communicating Using Technology

3

You effectively use the technology systems available to you to communicate and access information, including advanced features of messaging systems, social media channels, and multimedia presentation platforms.



#### Next steps

- Continue to use available technology such as video calls whenever possible to maintain personal connections with your co-workers.
- Make your virtual meetings interactive by using available multimedia presentation platforms.
- Use video conferencing or other messaging technology systems to organise informal meetings or group chats to help your co-workers stay connected.
- Be an active participant on internal and external social media channels to connect with your co-workers and positively represent the organisation externally.
- Coach co-workers who may not be familiar with how to use available technology on how to effectively use it to communicate.

#### Notes

## Development Tips



## Work Habits

## Working Autonomously

2

You usually only ask people for help after trying to resolve the situation on your own. Continuing to find a solution first before engaging with others will be important. You should be successful working with limited supervision in a remote work environment.



## Next steps

- Understanding your autonomy is key to a productive remote work environment. Speak to your manager about the types of decisions you should be making on your own.
- The next time you feel you need to ask for help with an issue you are facing, take a few more minutes to explore any other solutions.
- If you do need help, try to think of several different solutions to present to your manager or co-worker for feedback.

## Notes

## Development Tips



## Work Habits

## Using Time Efficiently

1

You may struggle to manage your time without the accountability of working in an office environment. If you find yourself procrastinating or wasting time you are likely to miss important deadlines.



## Next steps

- Create a list of tasks to complete at the start of each day. Seek feedback if you find yourself having trouble completing them.
- Set specific times to work on specific tasks.
- Start and finish your workday at the same time to maintain consistent working hours. Although it is important to take occasional breaks throughout the day, make sure you return from them on time.
- Increase your time management skills by reading an article on time management or asking a trusted co-worker for tips.

## Notes

## Development Tips



## Work Habits

## Staying Focused

1

You may struggle to concentrate on a single task for long periods of time. You may be easily distracted from doing your work in a remote environment without someone checking on you regularly.



## Next steps

- Create a list of the things that distract you most in your remote work environment and do what you can to remove them. Take time to create a space that is dedicated to work.
- For distractions that cannot be removed, schedule in regular breaks to give attention to them.
- Break tasks down into small steps. Make sure you complete the step you are working on before turning your attention to something else.
- Plan to work on tasks or activities that demand the most attention during your most productive periods.

## Notes

## Development Tips



## Self-Development and Well-Being

### Adapting to Change

3

You feel energised by change and will quickly and easily adapt your approach to meet the demands of a remote work environment, even if you have not worked remotely before. You embrace change and will energetically adapt to meet changing demands.



#### Next steps

- Build some stability into your day by adding a morning routine before starting work.
- Take advantage of the changes by working on a new skill that you've been wanting to develop.
- If you are new to a remote work environment, find new productive or enjoyable uses for the time you save from your usual commute.

#### Notes



## Self-Development and Well-Being

### Focusing on Self-Development

1

You do not typically prioritise activities related to continually improving your work performance and may not even think about it much. You may need some direction to take advantage of opportunities for development in a remote work environment.



#### Next steps

- Look for opportunities that involve taking on small tasks you've never tried before.
- Once you've mastered those small tasks, try tackling larger learning opportunities to gain new experience and further develop your skills.
- In a remote work environment there are fewer opportunities for others to see you in action. The next time you complete a task, ask for performance feedback from your manager and co-workers who you worked with on the project.

#### Notes

## Development Tips



## Self-Development and Well-Being

### Taking Action

2

You prefer to stay busy most of the time. You are willing to take on new responsibilities when asked, as long as they do not become too demanding.



#### Next steps

- Connect with your manager about your availability and willingness to help others on the team. You will then become aware of opportunities to contribute in new ways during slow times at work.
- Rather than waiting for someone to ask you to do something, think ahead and identify areas where you can make a difference. Volunteer to help as soon as you recognise the need.

#### Notes



## RemoteWorkQ Participant Report

Sample Candidate

20 August 2020

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