

Remote Work Skills Assessment

Personal Information

Name

Email

Position/Title

Skill Assessment

1. How would you rate your time management skills?

☐ Excellent ☐ Good ☐ Average ☐ Needs Improvement

2. Describe your preferred methods/tools for communication while working remotely.

3. How comfortable are you with using collaboration software (e.g., Slack, Zoom, Google Workspace)?

☐ Very Comfortable ☐ Somewhat Comfortable ☐ Not Comfortable

4. What challenges have you faced while working remotely, and how did you address them?

5. Rate your self-motivation and discipline when working from home.

6. List the hardware/software you use for remote work.

Additional Comments

