



Talent in Innovation.
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RemoteWorkQ

Participant Report



Name

Sample Candidate

Date

April 3, 2020

Introduction

RemoteWorkQ from SHL measures competencies that are important for successful performance in a remote work environment across three competency areas:

- **Work Relationships:** A sense of isolation is common for remote workers, which can reduce work motivation. Establishing social connections, maintaining open communication, and building strong cooperative working relationships can overcome feelings of social isolation in a remote work environment to enable high performance.
- **Work Habits:** Many remote workers are more productive than those working in offices. Working independently, managing time efficiently, and staying focused on tasks are critical skills to remain productive in a remote work environment.
- **Self-Development & Well-Being:** Engagement is increased when workers have opportunities to learn new skills and use those skills to meet challenging goals. Being flexible, willing to take initiative, and looking for opportunities to improve performance are important capabilities to thrive in a remote work environment.

Your RemoteWorkQ profile indicates your strengths and development areas across these three key areas that drive high performance in a remote work environment. Your self-reported preferred behaviors are not directly reflective of skill levels, but they are good indicators of your potential. A detailed description of your potential in each area can be found below.

This report is designed to help you be more successful in a remote working environment by providing:

- Insights into your identified strengths and potential risks for working remotely
- Individualized coaching tips on how you can use your identified strengths to overcome risks

Key to the rating symbols

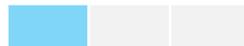
The following symbols are used in the report to indicate your potential areas of strength and development needs, as well as how your personal style may support each competency area:

	Competency rating key		
Potential area of strength	■	■	■
Some potential scope for development	■	■	■
Potential development need	■	■	■

Summary of overall competency rating

Below is a summary table of your ratings for each of the RemoteWorkQ competencies. In the detailed section of this report you can find the definition of each of the competency titles.

Area	Competency	Competency ratings
Work Relationships	Maintaining Good Working Relationships	
	Offering Help	
Work Habits	Working Autonomously	
	Using Time Efficiently	
	Staying Focused	
Self-Development and Well-Being	Adapting to Change	
	Focusing on Self-Development	
	Taking Action	



This measures the extent to which you put effort into developing good relationships with others at work.

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

Possible development activities for further discussion:



To avoid feeling isolated in a remote work environment, you will need to make socializing with your coworkers a priority.



Spend a few minutes before meetings to learn more about your coworkers. 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.



This measures the extent to which you share information and offer guidance to others.

Sharing information may not come naturally to you and will likely be more challenging in a remote work environment. At times you may share too little information, share it too late, or fail to share the most relevant information.

Possible development activities for further discussion:



Ask your coworkers about the projects they are working on and offer your experiences if you think it will help.



Create a step-by-step guide that clearly explains a work process you know well to assist others in learning.



Offer to help your coworkers if you notice they are having trouble with a task.



If someone approaches you for guidance, be willing and open to help.



This measures the extent to which you will be successful when working without direct supervision or help from others at work.

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.

Possible development activities for further discussion:

Understanding your autonomy is key to a productive remote work environment. Speak with your manager about the types of decisions you should be making on your own.



The next time you feel like asking 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 coworker for feedback.



This measures the extent to which you tend to manage your own time effectively and deliver work on schedule.

You complete work quickly without wasting time, ensuring your tasks are completed on or ahead of schedule. You efficiently manage your time in a remote work environment which is critical for success.

Possible development activities for further discussion:



Manage your time like you would if you were going into the office.



Create goals for what you'd like to accomplish each week and break those down into daily tasks.



Start and finish your workday at the same time every day, especially if you find yourself working past regularly scheduled hours.



It is important to disconnect periodically throughout the day. Make sure to include and take breaks in your schedule.



Attend remote coffee breaks or happy hours to further strengthen your relationships.



This measures the extent to which you tend to concentrate on tasks over a long period of time without getting distracted.

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.

Possible development activities for further discussion:

Create a list of the most common distracters in your remote work environment and do what you can to remove them. Take time to create a space that is dedicated to work.



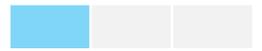
For distracters that cannot be removed, schedule in regular breaks to give attention to them.



Break down job tasks into small steps. Make sure to complete the step you are working on before shifting your attention to something else.



Plan to work on tasks or activities that demand the most attention during your most productive periods.



This measures the extent to which you easily accept and adapt to changes in your work environment.

You may be uncomfortable with changes that impact your work environment. If you are new to a remote work environment, you will likely need more time than others to adapt.

Possible development activities for further discussion:



Look for the positive aspects of change.



Ask your manager or a trusted coworker who has experience working remotely about tips and strategies for adapting to the change.



Look at change as an opportunity to apply your skills and knowledge differently. Think of what new skills you need to acquire to adapt to the changes.



Create a morning routine to add stability to your changing work environment.



If you are new to a remote work environment, find new productive or enjoyable uses for the time you save from your usual commute.



This measures the extent to which you look for development opportunities in order to improve your own performance.

You tend to prioritize personal development and actively seek out feedback. You will proactively pursue personal development opportunities, even if they are less accessible in a remote work environment.

Possible development activities for further discussion:

Think about your performance in your role as well as your long-term career goals and determine what skills you need to advance your career. Talk to your manager about the best way to get these experiences.



In a remote work environment, there are fewer opportunities for others to see you in action. Continue to ask for performance feedback and apply it in your daily work.



Don't hesitate to offer feedback to others as well to help them improve their own work performance.



This measures the extent to which you seek additional work and enjoy taking on new responsibilities.

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.

Possible development activities for further discussion:



Connect with your manager about your availability and willingness to help others on the team. Then you will 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 recognize the need.

Communicating Using Technology

The ability to communicate using technology is an important part of maintaining work relationships in a remote work environment. This section provides tips relevant to anyone working remotely for effectively using technology to communicate with others.

- Check with your manager to clarify expectations for communicating with others in a remote work environment. Discuss topics such as when to use email versus instant messaging, or when to use bullet points rather than full text.
- Make sure that your workspace has enough internet bandwidth to handle streaming communications.
- If available, use video calls to stay connected through face-to-face interactions with your coworkers.
- Use available technologies for calling and messaging other team members, conducting remote team meetings, and collaborating with others.
- Add your photo, when applicable, to your login accounts and communications to help personalize your communications with others.
- Save your files in central locations so that they can be easily accessed by others
- Attend available trainings on the technology resources available to support you in a remote work environment.
- Speak to your manager right away if you don't have access to the tools that you need (e.g., network access, permissions to systems, etc.) to work effectively in a remote work environment.