

# FWA Implementation Guide for Staff Members

## Worksheet 1

### Assessing your skills & work habits

How well prepared would you say you are to avail of FWA? Take this self-assessment to improve your self-awareness on skills and work habits that are crucial for the responsible and successful implementation of FWA.

Please read each statement carefully and select only one answer for each statement- **Always, Often, Sometimes and Not at all.**

	Always	Often	Sometimes	Not at all
I am able to make some work decisions on my own				
My work results and outcomes can be measured				
My supervisor and I trust each other				
My co-workers and I communicate well and trust each other				
I have a good system in place to help me be organized				
I keep to my professional commitments and complete tasks within expected timeframes				
I keep my supervisor informed of my work progress and results and indicate potential setbacks				
I am self-disciplined, highly motivated and not easily distracted				
I possess good written and oral communication skills				
I take responsibility for the level of communication needed to be successful in my work				
I am efficient at using a computer, email, and telephone for communication and I am comfortable utilizing available technology				
I don't have problems setting boundaries between work and personal life responsibilities				

### **How well did you do?**

Give yourself 5 points for every "**Always**" answer, 3 points for each "**Often**" answer, 2 points for "**Sometimes**" and no points for any "**Not at all**" selection.

A perfect score is 60 points. A score above 50 means you may already have what it takes for a successful FWA. A score less than 50 means you may have some areas to work on before you consider FWA.



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