## **Appendix 1.10: Self-Assessment Checklist**

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| **Employee Self-Assessment**  (To be completed by the employee before meeting line manager) | | | | | | |
| Name of employee: NERILIE DUFFEY | | | | | | |
| **Section 1: Workstation** | | | **Yes/No** | | **If you answer No, provide further information** | |
| 1 | I have a reliable and fast enough internet connection to facilitate efficient hybrid working. | | Yes | |  | |
| 2 | I have suitable accommodation for hybrid working i.e., I am the only person in the workspace, it is free from distractions. | | Yes | |  | |
| 3 | I have a laptop that I intend to use for hybrid working. | | Yes | |  | |
| 4 | I have a pc that I intend to use for hybrid working. | | No | | I have a laptop, so don’t need a PC | |
| 5 | I have a keyboard, mouse and separate monitor connected to my laptop. | | Yes | |  | |
| 6 | I have access to other suitable accessories such as a webcam, microphone, laptop stand, which allows the laptop to be connected to the keyboard and positioned at a suitable height. | | Yes | |  | |
| 7 | My workspace is set up to allow me to view the monitor at a height, which avoids bending of the neck for sustained periods. | | Yes | |  | |
| 8 | I take regular short breaks from sitting by standing up and moving about for 1-2 minutes every thirty minutes. | | Yes | |  | |
| 9 | My workspace is set up to allow space in front of the keyboard to provide support for the hands and the arms. | | Yes | |  | |
| 10 | My chair is adjustable in height. | | Yes | |  | |
| 11 | My chair has a backrest that is adjustable in height and tilt. | | Yes | |  | |
| 12 | My chair has back support (for example a backrest or cushion). | | Yes | |  | |
| 13 | There is adequate lighting to allow comfortable working. | | Yes | |  | |
| 14 | I am aware that it is my responsibility to ensure that my home insurance permits home working | | Yes | |  | |
| 15 | List any IT or other equipment or furniture already supplied by Carlow College for hybrid working. | | Nil | | | |
| 16 | List any equipment that you believe you need. | | Nil | | | |
| **Section 2: College / Personal Devices** | | | **Yes/No** |  | | |
| This section should be completed in line with Appendix 1.1: Working Securely when away from Carlow College in the Hybrid Working Handbook | | | | | | |
| 17 | Are you using a personal Laptop / PC?  (If yes to using a personal laptop / pc, please confirm the following (questions 18 – 23) | | Yes |  | | |
| 18 | Confirm you have sole use of laptop or pc for hybrid working | | Yes |  | | |
| 19 | Confirm you have Anti-Virus on your personal laptop /PC | | Yes |  | | |
| 20 | Confirm you have Windows 10 or higher | | Yes |  | | |
| 21 | Confirm that your device has the latest updates | | Yes |  | | |
| 23 | Confirm that If you purchase a new PC / Laptop, you will complete questions 17-23 again | | Yes No | N/A | | |
| **\*Note: Line Managers should notify IT Support at itsupport@carlowcollege.ie if a personal device is being used to ensure it meets the requirements of the handbook before signing off on this form**   1. IT Support will confirm with the Line Manager and the employee if the device meets the requirements outlined in Appendix 1.1: of the Hybrid Handbook 2. Should the device not meet the requirements, justifications will be emailed to both the line manager and the employee by [itsupport@carlowcollege.ie](mailto:itsupport@carlowcollege.ie) | | | | | | |
| **Section 2: Part B - IT General Information** | | | | | | **Confirm Acknowledgement** |
| **Loan Laptops** | | IT Services has the capability to loan, on a temporary basis a laptop to a user requiring access to onsite network services. These designated loaner laptops must be requested/booked and are reset to factory default settings on return before reallocation to the next user. | | | | Yes |
| **Using VPN or One Drive** | | For personal devices, continue to use One Drive  For college laptops, you will use the VPN | | | | Yes |
| As a longer-term project, the College hope to provide laptops for roles suitable for Hybrid Working. | | | | | | |
| **Section 3: Keeping Information Safe** | | | **Yes/No** | |  | |
| 24 | I need to use paper records at home. | | No | | If you answer Yes, provide details: | |
| 25 | I have lockable storage for paper records at home e.g., office, filing cabinet | | Yes  No | | Not applicable, I don’t use paper documents | |
| 26 | I need to use paper records containing sensitive information about people at home (e.g., health, disability, trade union, religious beliefs, sexual orientation, sex life). | | No | | If you answer Yes, provide details: | |
| 27 | I have sole use of laptop or pc for hybrid working. | | Yes | | If you answer No, provide details: | |
| 28 | I can adhere to all of the Data Protection Protocols and Keeping Information Safe Protocols | | Yes | | If you answer No, provide details: | |
| 29 | Are you satisfied that you can adequately protect the security and confidentiality of personal data and other confidential records while hybrid working? | | Yes ☐ | | Explain your answer: I work in my home office which is private with no requirement for paper records. I also utilise One Drive for all College records | |
| **Section 3 - PART B** (to be completed by line manager during meeting with employee) | | | | | | |
| 30 | Review of replies provided by employee: | | | | | |
| 31 | Corrective actions recommended, including required equipment: | | | | | |
| **Section 4: Signatures** | | | | | | |
| I declare that the information given by me above is true, accurate and complete in all respects and I both understand and accept that if that is not the case, whether knowingly on my part or otherwise, following due investigation by my employer, I may be denied Hybrid Working and / or will be subject to the College’s disciplinary action up to and including dismissal. | | | | | | |
| Employee signature | | | Date | | | |
| Line Manager Name (BLOCK CAPITALS) | | | | | | |
| Line Manager Signature | | | Date | | | |
| **Section 5: HR Sign-Off for File** | | | | | | |
| HR Signature | | | Date | | | |
| **Employees: send this form via email to your line manager.**  **Line managers: send the completed form via email to** [**hr@carlowcollege.ie**](mailto:hr@carlowcollege.ie) | | | | | | |
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