

# WORK FROM HOME SUITABILITY QUOTIENT

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## SAMPLE REPORT

**BY**

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Work from Home suits some individuals more than others. The Covid-19 pandemic and other constraints arising out of various situations globally are forcing many organizations to adopt WFH practices. While there are definite advantages of working from home, one cannot ignore the challenges and problems involved in a WFH. These challenges can be addressed and sorted out with the effort from organizations as well as the individual employees, often jointly.

This diagnostic tool TVRLS-WFHSQ is based on the assumptions that employees can ensure maximum productivity if they have the following aids to work from home:

1. Infrastructure facilities like a room, furniture, power, connectivity, support systems, ventilation, free from noise, etc. (This is measured by Infrastructure quotient **INFRAQ**)
2. Absence of Interruptions and Interference from household responsibilities, children, parents, neighbors, visitors, etc. (This is assessed by the Interruptions and Interferences quotient **INTERQ**)
3. A desire and a positive attitude to work from home and a personality that is suitable to work from home including a predisposition to work alone and the ability to connect and network with others even while working alone. (This is assessed by the Personality and attitudes Quotient **PAQ**)
4. An ability to save and utilize the time saved due to WFH for personal growth and organizational growth including taking up additional work. (Productivity and Time saved quotient **PTQ**)

Your Work from Home profile in terms of the four quotients and overall suitability are as follows:

INFRAQ	INTERQ	PAQ	PTQ	OVERALL WFHSQ
Range 0.0-1.0	Range 0.0-1.0	Range 0.0-1.0	Range 0.0-1.0	Range 0.0-4.0 (%)
<b>0.87</b>	<b>0.81</b>	<b>0.58</b>	<b>0.50</b>	<b>2.76 (69%)</b>

### **TIPS FOR INTERPRETATION**

- ▶ Overall WFHSQ Scores below 3.20 (80%) deserve attention for possible corrective actions for good performance (for good productivity or performance of the individual) during WFH
- ▶ A score of 1.00 in each cell indicates a perfect score and that the individual meets almost all or most of the requirements in that particular dimension.
- ▶ An 80% or an overall WFHSQ score of 3.20 out of four, is considered desirable. Scores below 0.8 indicate the need for corrective action.
- ▶ If an individual employee score below 0.5 in any quotient, corrective action should be taken WFH is not likely to work and could result in considerable loss of productivity and performance.
- ▶ The scores and desired ranges mentioned above are indicative and organizations can decide their own benchmarks.

The scores can be used for further dialogue. They can also be used to provide support and solve problems rather than as indicators of performance or for any punitive action including decisions of not extending WFH facility to certain individuals.

## INTERPRETATION AND INFERENCES FROM THE WFHSQ

- ▶ A score of 0.87 in INFRAQ indicates that you have all the required infrastructure to ensure that you are able to WFH
- ▶ A score of 0.81 on INTERQ indicates that you do not have many interruptions while WFH vis-à-vis home-related activities or visits from others. You are able to work with focus and are productive
- ▶ Your score of .58 on PAQ indicates a personality that is not predisposed to working alone. Your personality might not be suited to work from home though you may have all the required support factors. You may want to discuss with your HR for alternate work arrangements or explore what changes you may be able to bring about in your attitude or in the way you view the given situation.
- ▶ The score of 0.50 on PTQ indicates that you might not be productively managing your time
- ▶ Overall, your WFHSQ score is 2.76, indicating that you may not be effectively utilizing WFH. In other words, your productivity and effectiveness are not optimized mostly from your personality perspective and you may want to reflect on this aspect.

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