



Job Profile

Characteristics of Teleworking

The following information reflects your natural tendency to act on different key areas when working from home. This will help you build on your strengths and compensate for your weaknesses and will help the people who lead you to do so more effectively.

Communication with colleagues and supervisors

- She uses clear and structured messages
- She is skillfully managing data and information relevant to objectives
- When teleworking she may show some rigidity in the communications
- She may have a tendency to criticize

Work organization and productivity

- She spends time collecting the information needed to plan efficiently.
- She will follow the established plans to obtain results
- She has a tendency to show more attention to tasks than to people
- She may never be satisfied with herself, which affects the delivery times

Reporting and feedback management

- She tends to report carefully and conservatively
- She makes sure to know the expectations about her work and how it will be evaluated
- If there is no established trust she can be difficult to deal with
- She may be fussy with unsupported feedbacks

Areas of special strength

- She can keep a good focus on what she has to do
- Great ability to adapt to work from home
- She can find the things that aren't working
- She can be very reliable for other colleagues



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Interacting in Telework

When working remotely, relationships, communications and interactions with our colleagues, subordinates or superiors can become more "impersonal" due to the digital channels that we use. Here are some tips for working remotely with others.

Profile D, Red

When we interact with people who tend to be decisive, determined, dominant, daring, we must try to:

- Don't share too many details, just what is essential
- Do not be overly technical or theoretical, try to be practical
- Try to speed up your pace when communicating
- Confront directly and respectfully, not in a roundabout way
- Present the tasks as challenges

Profile I, Yellow

When we interact with people who tend to be sociable, talkative, interactive, dynamic we should try to:

- Try to keep up with her communication rhythm
- Link your proposals to the scope of objectives
- Allow time for socializing
- Use the strictly necessary data
- Point out possible problems or dangers with kindness

Profile S, Green

When we interact with people who tend to be predictable, calm, gentle, smooth, we should try to:

- Consider if the pace you are setting is appropriate
- Encourage them to anticipate and give her personal opinion
- Watch out that she doesn't take the easy way out instead of the way she should take
- Anticipate her the changes to come, explain and justify them
- Make sure that when she is agree is true

Profile C, Blue

When we interact with people who tend to be meticulous, analytical, conscientious, detail-oriented, we must be careful to:

- Take care that they don't fall into "death by analysis"
- Your primary focus is not on people, make an effort not to overlook them
- Don't get too critical, it can be a tendency for both
- Try to get her to set realistic goals
- Help her accept criticism or others different points of view