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[https://www.100test.com/kao\\_ti2020/645/2021\\_2022\\_BEC\\_E5\\_88\\_9D\\_E7\\_BA\\_A7r\\_c85\\_645223.htm](https://www.100test.com/kao_ti2020/645/2021_2022_BEC_E5_88_9D_E7_BA_A7r_c85_645223.htm) Assessment of Suitability for Home-based Working Introduction The purpose of this report is to assess the suitability of my position as Resource Planning Manager for home-based working. Findings My working pattern and that of my colleagues vary from week to week. During certain periods a large proportion of my time is spent doing fieldwork. This is followed by office-based work collating and recording the data collected. Once the results have been recorded, I proofread the colour copies of all reports and maps. As regards communication with colleagues, department meetings are held once a fortnight. At all other times, the individual members of the team communicate either face-to-face or by phone, depending on their location. Apart from official meetings, the same results can be achieved whether I am in the office or working elsewhere. Conclusion It is clear that I would be able to undertake the same duties while working from home for a large proportion of my time. Clearly, some days would be spent in the office for face-to-face communication with colleagues. It would also be necessary to use the technical facilities of the office at times. However, in order to be able to work effectively from home, I would need to be provided with a networked computer and printer. Recommendations I would suggest that I should be given the necessary equipment to work partially from home for a trial period. After this time, further consultation should take place in order to

reassess the situation. Notes: home-based working: working at home  
, 在家办公 a large proportion of my time: 我的大部分时间  
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