

Employee Self-Assessment for a Flexible Work Arrangement

This self-assessment is a tool to reflect on whether a flexible work arrangement is right for you. This checklist is for your individual use, and you may choose to share with your manager.

Is a Flexible Work Arrangement Right for Me?			
What type of flexible work arrangement is being requested from your team member?	<input type="checkbox"/> Full-time Remote Work <input type="checkbox"/> Hybrid Work Schedule <input type="checkbox"/> Flexible Work Schedule <input type="checkbox"/> Sporadic Work Schedule		
Question	Yes	No	Reflection
Am I clear on my “why” for requesting a flexible work arrangement? What do I need?			
If currently on a flex schedule, is it working? Why or why not?			
Am I able to communicate how flexible work helps me (and my team) be successful?			
Am I self-motivated? Do I work well independently and without close supervision?			
Am I taking care of myself so I can be there for others?			
Am I meeting or exceeding performance standards?			
Am I highly disciplined and result oriented? Do I manage my time well?			
Am I comfortable working alone for long periods of time?			
Do I communicate well with my team?			
Do I have the technology and equipment to successfully work remotely?			
Are my expectations of what can be done by me/my team realistic?			
Is My Position Conducive to a Flexible Work Arrangement?			

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Question	Yes	No	Reflection
Does my flexible work schedule meet the expectations that has been communicated by my manager?			
Can my job duties be performed during the hours I am proposing?			
Can my job duties be performed remotely? What can/cannot be done remotely?			
Does my job require that I be on campus during the regular work week?			
Does my proposed schedule meet the needs and expectations of my customers/colleagues?			
Can my goals be met in my proposed schedule?			
Will my proposed work schedule negatively impact my supervisor or colleagues (e.g. project progress, colleagues having to work overtime?)			
Am I able to be flexible and come to campus when needed? How much notice do I need?			
Other Questions for Consideration			
How will day-to-day communication take place?			
How will I manage my employees' performance?			
How will I take part in meetings?			
What can my customers expect from me?			
How will I access information to do my job?			
How will I gather feedback to ensure my flexible work arrangement is meeting the needs of my customers, colleagues, manager?			

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Have I checked in with Benefits team to see if there are any implications of my flexible work arrangement to my benefits?	
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