

## 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"/> <b>Full-time Remote Work</b><br><input type="checkbox"/> <b>Hybrid Work Schedule</b><br><input type="checkbox"/> <b>Flexible Work Schedule</b><br><input type="checkbox"/> <b>Sporadic Work Schedule</b> |    |            |
| 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?                           |   |    |            |

## Employee Self-Assessment for a Flexible Work Arrangement

| 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?   |     |    |            |
| <b>Other Questions for Consideration</b>  |     |    |            |
| 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?              |     |    |            |

**Employee Self-Assessment for a Flexible Work Arrangement**

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