

FLEXIBLE WORK ARRANGEMENTS SELF ASSESSMENT

Use this assessment to help you explore your strengths and preferences when it comes to flexible work arrangements. If you're interested in pursuing flexible work opportunities, you're encouraged to discuss it with your manager and see if it's suitable for your unit. Please keep in mind that decisions about flexible work arrangements are ultimately based on the operational needs of your unit, which may differ across portfolios. It's suggested to use this tool with the Employee Discussion Tool to start the conversation with your manager.

Employee Name:	Employee ID:
Position Title:	Unit:
Manager Name:	

Personal Qualities	Agree	Disagree
I enjoy working independently.	<input type="checkbox"/>	<input type="checkbox"/>
I have a clear understanding of my goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to manage my tasks and schedules effectively.	<input type="checkbox"/>	<input type="checkbox"/>
I have the skills required to focus on project work when necessary and communicate effectively with others.	<input type="checkbox"/>	<input type="checkbox"/>
I am comfortable with technology.	<input type="checkbox"/>	<input type="checkbox"/>
I am internally motivated to contribute to the vision of the university.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to stay motivated and productive without in-person supervision.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to take initiative and solve problems independently.	<input type="checkbox"/>	<input type="checkbox"/>

Workspace and Equipment:	Agree	Disagree
I have a workspace that provides enough space to work.	<input type="checkbox"/>	<input type="checkbox"/>
My workspace is equipped with ergonomic equipment and necessary technology to perform my job and safely and effectively.	<input type="checkbox"/>	<input type="checkbox"/>

Time Management:	Agree	Disagree
I am able to effectively manage my time and prioritize tasks.	<input type="checkbox"/>	<input type="checkbox"/>
My workspace is free from distractions, allowing me to stay focused.	<input type="checkbox"/>	<input type="checkbox"/>
Communication and collaboration:	Agree	Disagree
I am able to effectively communicate with colleagues and managers virtually.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to effectively collaborate with colleagues on projects virtually.	<input type="checkbox"/>	<input type="checkbox"/>
I contribute to team discussions and provide feedback as needed.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to maintain positive and professional relationships with colleagues despite a lack of face-to-face interaction.	<input type="checkbox"/>	<input type="checkbox"/>
Work-Life Balance:	Agree	Disagree
I am able to maintain a healthy work-life balance.	<input type="checkbox"/>	<input type="checkbox"/>
I have clear boundaries between work and personal life.	<input type="checkbox"/>	<input type="checkbox"/>
I take breaks and prioritize self-care to avoid burnout.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to fully disconnect after work when working off-campus.	<input type="checkbox"/>	<input type="checkbox"/>
Job Fit:	Agree	Disagree
My job has minimal student/client-facing functions.	<input type="checkbox"/>	<input type="checkbox"/>
My job has tasks and responsibilities that can be accomplished working off-campus.	<input type="checkbox"/>	<input type="checkbox"/>
My job offers flexibility to manage work as appropriate, as long as expectations and deadlines are met.	<input type="checkbox"/>	<input type="checkbox"/>
My job offers the ability to meet in-person with team members when necessary.	<input type="checkbox"/>	<input type="checkbox"/>

Final assessment:

If after completing the above self-assessment, you believe that your job, and your own personal qualities are suitable for flexible work, please indicate the number of days (or daily hours, if applicable) per week off-campus that you think will allow your unit to be successful.

1 day

2 days

3 days

4 days

Fully remote

Comments:

Signatures

Employee signature:

Date: