



## Resource Guide:

### Self-Evaluation Questionnaire for Employees

This resource is designed to help employees reflect on important aspects to consider prior to requesting a Flexible Work Arrangement.

This document is not required; is an optional tool staff members can utilize to determine whether their role is conducive for a flexible work arrangement and to guide their conversation with their manager/supervisor.

What potential benefits – for you and the University – could result from this proposed arrangement?

What potential barriers or challenges – for you and the University – could occur with this proposed arrangement?

How do you plan on addressing and overcoming those barriers or challenges in this arrangement?

Do core responsibilities of your role require face-to-face contact with supervisors, other employees, students, customers, or other community members that can only be accomplished on-site? If so, how much?

Do core responsibilities of your role require ongoing access to equipment, materials, and files that can only be accessed on-site?

Read the [Staff Flexible Work Policy](#). Consider how a flexible work arrangement will still allow you to meet your performance goals, and the mission of the department and university.

If you are requesting a remote work arrangement, think through the details of completing your work, interacting with your colleagues and students, and maintaining high quality service when working from an alternate location. How will this arrangement support, sustain or enhance your ability to get these important things done?

Consider your personal work style and how that may influence your success in a flexible work arrangement (including remote work from an alternate location). What will you need to change to be successful in the proposed arrangement?

If requesting remote work, evaluate your alternate workplace relative to comfort, privacy, access to necessary equipment, reliable internet connection, freedom from noise and other distractions, etc. Is it conducive to a remote work environment?

Do you understand the job and deliver to outcomes based upon defined goals and performance measures?

Can you work independently within timelines, meet deadlines and produce quality work?

Are you confident that you are able to effectively communicate, written and verbally? Are you able to keep manager and colleagues informed about your work?