



**Resource Guide:**  
**Self-Evaluation Questionnaire for Managers**

This resource is designed to guide managers through important questions to consider when determining whether a request for a flexible work arrangement is feasible based on the role/position, the employee, and the department.

This document is not required; it is an optional tool available for Manager’s to utilize prior to completing a *Flexible Work Agreement* with a staff member requesting a flexible work arrangement.

<u>Role/Position Suitability Assessment</u>
<b>Is the employee’s job exempt or non-exempt with regard to the Department of Labor Fair Labor Standards Act (FLSA)?</b>
<b>If the job is non-exempt and subject to FLSA’s overtime requirements, can hours worked be accurately determined in the requested flexible work arrangement (specifically if the employee is requesting to work remotely)?</b>
<b>What are the impacts – both positive and negative – of supporting the requested flexible work arrangement?</b>
<b>If the request is to work remotely, how much of the work is able to be done in an alternate location?</b>
<b>Consider the purpose of the position and the nature of work to be performed in the position description. Is it feasible to support the requested flexible work arrangement?</b>
<b>Do core responsibilities require face-to-face contact with managers, other employees, students, customers, or other community members that can only be accomplished on-site? If so, how much?</b>
<b>Do core responsibilities require ongoing access to equipment, materials, and files that can only be accessed on-site?</b>
<b>Do any of the core responsibilities included in the position description require that the work be performed on-site during core University business hours (9am-5pm)?</b>
<b>Do data security issues require core responsibilities to be conducted on site during core University hours (9am-5pm)?</b>
<b>Does the nature of the work require that the employee work and resolve routine problems independently?</b>



**Employee Suitability Assessment**

**Is the employee already assigned a laptop or other portable media or will they need additional equipment for their flexible work arrangement request (particularly if they are requesting a remote arrangement)?**

**Does the employee have a complete understanding of their job responsibilities and performance expectations?**

**Are those responsibilities and expectations documented?**

**Does the employee regularly demonstrate that their approach to work is organized and dependable? Do they regularly meet or exceed established deadlines?**

**Does the employee consistently meet or exceed performance expectations?**

**Has the employee received corrective action over the last 18 months?**

**Can the employee work in a self-directed manner, managing their time and work appropriately without direct oversight or direction?**

**Can the employee's performance be measured appropriately in the requested flexible work arrangement (specifically a remote work arrangement)?**

**Department and Supervisor Assessment**

**Is a flexible work arrangement in the best interest of the University and department?**

**Would a flexible arrangement enhance, maintain, or diminish operational efficiencies?**

**Does the addition of one or more flexible arrangements, including remote work, impact productivity of the department and/or the employees?**

**Do you have your own manager/leader's support to approve a flexible work arrangement?**

**How often are you needed to troubleshoot problems, answer questions, or provide guidance to this employee? Can this all be done timely within the requested flexible work arrangement?**

**How often do you monitor the employee's work? How is the employee's work normally monitored to ensure tasks are being completed? Can this approach and frequency work well in the requested flexible arrangement?**

**Are you able to establish clear objectives, hold the employee accountable, and manage performance in this flexible work arrangement?**



**Can you accurately measure the employee's work output?**

**Does this employee have a way to share work electronically in their absence?**

**Is the management of this employee shared with anyone else? If so, is there a mutual agreement that the employee can be successful in the flexible work arrangement?**

**Does your management/supervision style transition well to support the success of the flexible work arrangement?**

**Are you confident that the student experience, the Villanova culture, and team and University's mission and goals can still be fostered as a result of this flexible work arrangement?**

**Are you comfortable that:**

- 1) the position's core responsibilities support the flexible work arrangement,**
- 2) the employee is suitable to work in a flexible arrangement,**
- 3) your manager/organization/department/leadership supports a flexible work arrangement?**
- 4) the employee, team, and University will benefit – not sacrifice – from this arrangement?**