

FLEXIBLE WORK ARRANGEMENTS EMPLOYEE SELF-ASSESSMENT CHECKLIST

Flexible Work Arrangements Employee Self-Assessment Checklist

This checklist will help you consider whether you and your job are compatible with a particular flexible work option. There are statements in each of four categories:

- Job requirements;
- Work style and personal characteristics;
- Personal expectations and tradeoffs; and
- Business impact on others.

Read each statement and select the box before the statement if it is true for you. You can then look across the row to see which flexible work options are most likely to be compatible with those statements you feel apply to you. Alternatively, if you have a particular arrangement in mind, you can focus on those statements for which there is a “●” in the column of the flexible work option in which you are interested. The statements are based on success factors for each option — the more matches you have, the more suited you are for that option. Few selected boxes will probably mean frustration and a lower chance of success. A very low number of selected boxes suggests you may need to revisit and redesign your flexible work arrangement to better fit your work style or job requirements. Look carefully at the items you do not feel describe you or your current situation — these are the barriers you may have to overcome in your flexible work arrangement.

This checklist is meant as a guide and not an absolute “yes/no” decisionmaker.

Managers evaluating flexible work arrangement proposals also may find this checklist useful as they consider the viability of a proposed flexible work arrangement.


Job Requirements

<input checked="" type="checkbox"/>	Job Requirements	Flextime	Compressed Workweek	Part Time	Job Sharing	Telework/ Remote Work
<input type="checkbox"/>	My job requirements will allow me to shift my work to earlier or later hours.	●	●			
<input type="checkbox"/>	My job has independent, task-focused work.	●	●			●
<input type="checkbox"/>	I can provide others with information they need while on this flexible work arrangement.	●	●	●	●	●
<input type="checkbox"/>	I can obtain the information I need to do my work while on this flexible work arrangement.	●	●	●	●	●
<input type="checkbox"/>	I can control my workflow and deadlines.	●	●	●		
<input type="checkbox"/>	My job requirements will allow me to be off one or more days a week, shifting the work to earlier or later hours on other days.		●			
<input type="checkbox"/>	I can attend all regular mandatory/critical meetings and trainings while on this flexible work arrangement.	●	●	●	●	●
<input type="checkbox"/>	My job requirements can be scoped to fit within fewer hours per week.			●		
<input type="checkbox"/>	I can set an appropriate schedule that will serve customer/client needs.	●	●	●		
<input type="checkbox"/>	My job rarely has critical deadlines requiring significant additional hours.			●		
<input type="checkbox"/>	The job processes of the position that I would be sharing are amenable to being shared by two people.				●	
<input type="checkbox"/>	My job has tasks and responsibilities that can be done away from a company location.					●
<input type="checkbox"/>	My job does not require daily face-to-face customer/client or team contact.		●	●		●
<input type="checkbox"/>	I have adequate technology/equipment to perform the essential functions of my job away from a company location.					●
<input type="checkbox"/>	I have the training and support I need to perform my job while teleworking.					●
<input type="checkbox"/>	I will have access to the materials I need while teleworking.					●


Work Style and Personal Characteristics

 Work Style and Personal Characteristics	Flextime	Compressed Workweek	Part Time	Job Sharing	Telework/ Remote Work
<input type="checkbox"/> I am comfortable making decisions independently.	●	●			
<input type="checkbox"/> I function well with limited or no supervision.					●
<input type="checkbox"/> I have strong self-management skills.	●	●			●
<input type="checkbox"/> I am organized.	●	●	●	●	●
<input type="checkbox"/> I consistently accomplish work assignments and meet deadlines without constant supervision.	●	●			●
<input type="checkbox"/> I am highly self-motivated.	●	●			●
<input type="checkbox"/> I am adaptable and flexible.	●	●	●	●	●
<input type="checkbox"/> I have communication skills strong enough to keep others apprised of my schedule and work processes.	●	●	●	●	●
<input type="checkbox"/> I am able to work independently during hours I am unsupervised.	●	●			●
<input type="checkbox"/> I am highly productive — and can sustain this over time.		●			
<input type="checkbox"/> I have the energy and stamina to concentrate and stay highly focused for long periods of time without burning out.		●			
<input type="checkbox"/> I can usually control when my work gets done in terms of hours and days.	●	●	●		
<input type="checkbox"/> Knowing that I have less time to get the work done on my part-time schedule, I can establish priorities effectively.			●	●	
<input type="checkbox"/> I can set realistic expectations for myself and others as to what can get accomplished on my part-time schedule.			●		
<input type="checkbox"/> I know how to delegate tasks and responsibilities as appropriate.			●	●	
<input type="checkbox"/> I will have sufficient contact with others at work to feel that I am an effective worker on my part-time schedule.			●	●	

Work Style and Personal Characteristics *(continued)*

 Work Style and Personal Characteristics	Flextime	Compressed Workweek	Part Time	Job Sharing	Telework/ Remote Work
<input type="checkbox"/> I feel I can find the right job share partner and am ready to work as part of a team.				●	
<input type="checkbox"/> I am willing to spend extra time and effort working to build a solid, trusting job sharing relationship.				●	
<input type="checkbox"/> I can be focused and disciplined whether I'm working from home or in the office.					●
<input type="checkbox"/> I can perform as well or better working independently.	●	●			●
<input type="checkbox"/> I am able to work with limited or no face-to-face supervision.	●	●			●
<input type="checkbox"/> I have excellent organizational, time-management and planning skills.	●	●	●	●	●
<input type="checkbox"/> I have strong team-building and team-maintenance skills.	●	●	●	●	●
<input type="checkbox"/> I am comfortable working away from my colleagues.					●


Personal Expectations and Tradeoffs

	Personal Expectations and Tradeoffs	Flextime	Compressed Workweek	Part Time	Job Sharing	Telework/ Remote Work
<input type="checkbox"/>	I can effectively balance my personal and/or family responsibilities and work commitments on this arrangement.	●	●	●	●	●
<input type="checkbox"/>	I understand that business needs may necessitate my changing my schedule or work location from time to time, and I accept that fact.	●	●	●	●	●
<input type="checkbox"/>	If I have dependent care responsibilities, there is flexibility in my dependent care options to allow shifts in my work hours or work location on occasion.	●	●	●	●	●
<input type="checkbox"/>	I have flexibility in my transportation options to allow shifts in my work hours.	●	●	●	●	
<input type="checkbox"/>	I will be creative and systematic in maintaining my visibility.	●	●	●	●	●
<input type="checkbox"/>	I will strive to attend scheduled face-to-face meetings to develop rapport with colleagues.	●	●	●	●	●
<input type="checkbox"/>	I have enough stamina to work longer days in exchange for longer blocks of personal time.		●			
<input type="checkbox"/>	I understand and accept that business needs may necessitate my working on a “day off” on occasion.		●	●	●	
<input type="checkbox"/>	I am assertive enough to promote my ability and desire to take on more challenging and visible assignments, when compatible with a part-time arrangement.			●	●	
<input type="checkbox"/>	I can set limits to avoid taking on more than my agreed-upon workload.			●	●	
<input type="checkbox"/>	I understand that my career advancement may slow if the part-time or job sharing arrangement I am proposing prevents me from participating in critical, challenging developmental or visible projects/work.			●	●	
<input type="checkbox"/>	I understand and accept the impact of a part-time schedule on my pay and benefits.			●	●	
<input type="checkbox"/>	I realize that with job sharing, sometimes I will be taking credit for what my partner does and sometimes taking blame, and I accept that.				●	

Personal Expectations and Tradeoffs *(continued)*

<input checked="" type="checkbox"/>	Personal Expectations and Tradeoffs	Flextime	Compressed Workweek	Part Time	Job Sharing	Telework/ Remote Work
<input type="checkbox"/>	I understand that business needs may necessitate my coming to a company location on a teleworking day and accept that fact.					●
<input type="checkbox"/>	I can provide an efficient teleworking workspace free from background noise, household interruptions and distractions.					●
<input type="checkbox"/>	If I have dependent care responsibilities, my dependent care options will remain in place during my work hours.					●
<input type="checkbox"/>	I am capable of maintaining time boundaries as a teleworker — neither getting distracted from work nor ending up working all the time.					●
<input type="checkbox"/>	I realize that working from home can be isolating and feel that I can make adjustments to stay in touch with my co-workers and manager(s).					●

Business Impact on Others

 Business Impact on Others	Flextime	Compressed Workweek	Part Time	Job Sharing	Telework/ Remote Work
<input type="checkbox"/> I can provide quality service to customers/clients while on the proposed flexible work arrangement.	●	●	●	●	●
<input type="checkbox"/> I have a backup plan to get my work done when unexpected business needs arise without negatively affecting my co-workers, manager(s) and customers/clients.	●	●	●	●	●
<input type="checkbox"/> I can be reachable in some way when I am not scheduled to work (with the understanding that this access will not be used on a regular basis).	●	●	●	●	●
<input type="checkbox"/> I am prepared to be available, if necessary, when unexpected business needs arise.	●	●	●	●	●
<input type="checkbox"/> There will be someone to respond quickly to customer/client needs if I am not at work at a company location without a negative impact on their job performance or personal needs.	●	●	●	●	●
<input type="checkbox"/> I can arrange personal appointments at times that I am not scheduled to work.	●	●	●	●	
<input type="checkbox"/> I will devise a communications plan so that my manager(s), co-workers and customers/clients know my schedule and whom to call for backup when I am not in the office, and I will take responsibility for communicating this plan.	●	●	●	●	●
<input type="checkbox"/> My job sharing partner and I can divide tasks and responsibilities and design a schedule that will make our manager(s), co-workers and customers/clients feel they are dealing with one person.				●	
<input type="checkbox"/> My job sharing partner and I will be able to provide quality service to customers/clients while job sharing without duplicating effort.				●	
<input type="checkbox"/> I will take all reasonable steps to be accessible to colleagues and customers/clients, including having a voice mail message and/or e-mail signature indicating how and when to reach me.	●	●	●	●	●

CORPORATE VOICES FOR WORKING FAMILIES

Corporate Voices for Working Families is the leading national business membership organization representing the private sector on public and corporate policy issues involving working families. A nonprofit, nonpartisan organization, we improve the lives of working families by developing and advancing innovative policies that reflect collaboration among the private sector, government and other stakeholders.

To create bipartisan support for issues affecting working families, we facilitate research in areas spotlighting the intersecting interests of business, community and families: workforce readiness, family economic stability, flexibility in the workplace, and work and family balance.

Collectively our 50 partner companies, with annual net revenues of more than \$1 trillion, employ more than 4 million individuals throughout all 50 states.

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