



Flexible Work Arrangement Readiness Assessment for Managers

How do you know if an employee is ready for a flexible working arrangement? Complete this assessment to find out. Select the response that closest matches your assessment of the employee.

	Strongly Disagree	Disagree	Agree	Strongly Agree
The employee can manage work responsibilities by planning ahead.				
The employee can manage work responsibilities by prioritizing what's important.				
The employee regularly meets deadlines.				
The employee can problem solve and resolve issues independently.				
The employee is focused and productive when working.				
The employee communicates well with you and keeps you informed.				
The employee is a team player.				
The employee communicates well with coworkers and keeps them informed.				
The employee is prepared to meet the level of availability and responsiveness required to meet the University's needs.				
The employee understands how his or her work requirements contribute to the University's success.				
The employee understands the results he or she is responsible for.				
	<i>Each Strongly Disagree rating = 1 point</i>	<i>Each Disagree rating = 2 points</i>	<i>Each Agree rating = 3 points</i>	<i>Each Strongly Agree rating = 4 points</i>
Total Points for Each Rating				
Overall Score				

Invest in the Employee

Overall Score 0-27

- Identify reasons this employee may not be ready
- Discuss needed areas of improvement
- Work with him or her on goal setting
- Recommend additional training
- Be open to considering another request

Growing Everyday

Overall Score 28-38

- Review areas where he or she can improve
- Provide ongoing feedback
- Ensure that the employee keeps communication channels open
- Ensure the employee demonstrates improved productivity

You've Got It

Overall Score 39-44

- The employee has the organization, time management and communication skills he or she needs to work flexibly