



FLEXIBLE WORK ARRANGEMENT SELF ASSESSMENT QUESTIONNAIRE

Answering the following questions may help you to determine whether you are prepared to ask your supervisor for a flexible work arrangement. Review this information and make notes where appropriate, prior to meeting with your supervisor.

- Can you describe the flexible work schedule that you are interested in having?
- Can you outline the benefits for you, your customers, and your employer?
- Can you develop a reasonable plan for completing your work during a flexible work arrangement?
- Can you demonstrate your understanding of and concern for meeting the requirements of your position and meeting University of Missouri business needs?
- Can you identify potential work problems or obstacles related to your request and think of ways to overcome them?
- Can you be flexible in considering alternatives and assessing potential impact?
- Can you be prepared for a "no" answer and think about a back-up plan in the event that your preferred option is not feasible for business reasons at this time?
- Can you be prepared for a return to a normal work schedule, or a change to the flexible work arrangement, to either address a short or long-term business need?