

Name of Employee: _____ Title: _____

Leader: _____ Department: _____

Before completing this form and approving a Flexible Work Agreement, review the FWA Guidelines and FWA training.

Carefully evaluate the position to determine if the duties can be effectively performed remotely. If a position is conducive to a FWA, ensure the employee possesses the work habits and environment to be successful.

Read each of the sections below and check the box that most accurately describes the position or employee. Your assessment will help you decide if the position or employee is conducive for remote work. 1 = Rarely, 2 = Occasionally, 3 = Frequently, 4 = Always

Part One: Is the position conducive for FWA?

1. In reviewing the job description, can the job duties be achieved so the levels of service provided to colleagues and key stakeholders are maintained satisfactorily?

1 ----- 2 ----- 3 ----- 4

2. Does the position require access to equipment, materials, and files only accessible onsite?

1 ----- 2 ----- 3 ----- 4

3. Can you evaluate the productivity and progress of the remote position the same as if it was onsite?

1 ----- 2 ----- 3 ----- 4

4. What performance metrics have you established? _____

5. Do the job duties require onsite, face-to-face contact with managers, employees, customers, or the public?

1 ----- 2 ----- 3 ----- 4

6. If similar positions are required to be onsite, will this offsite position disproportionately impact the team?

1 ----- 2 ----- 3 ----- 4

7. Does being offsite or flex schedule hinder collaboration with colleagues and team building?

1 ----- 2 ----- 3 ----- 4

8. How will you establish/foster campus culture, department team building, and work relationships with and among staff (including new hires)?

9. Do security issues prohibit or limit the duties from being completed if done remotely?

1 ----- 2 ----- 3 ----- 4

10. Has your employee requested an FWA based on a health need or do they need a reasonable accommodation?

Yes _____ No _____

If yes, please contact the ADA Coordinator.

Please evaluate the essential functions of the position to ensure it is compatible with remote work.

Essential duties of the position that could be completed offsite:

Analysis Drafting	Project Management	Financial Analysis	
Auditing	Evaluations/ Assessments	Strategy work	Scheduling
Budget	Report Writing Email Writing	Transactional Work	Reading
Editing	Digital Communication	Design Work	Data Entry

Part Two: Is the Employee conducive for remote Work?

For success in a FWA position, an employee works independently and has the trust of leadership and stakeholders. Expectations of meeting milestones and deliverables timely should be the same as onsite employees. Use this next section to evaluate the employee's potential for success in a remote work environment.

1. Have there been any concerns over the last performance evaluation period that you believe might affect the employee's FWA success?
Yes **No**
2. Is the employee initiative-taking, self-disciplined, and able to work and solve problems independently?
Always **Frequently** **Occasionally** **Rarely**
3. Does the employee complete projects on time with minimal supervision and feedback?
Always **Frequently** **Occasionally** **Rarely**
4. Has the employee demonstrated strong organizational skills?
Always **Frequently** **Occasionally** **Rarely**
5. Is the employee results-oriented?
Always **Frequently** **Occasionally** **Rarely**
6. Does the employee proactively communicate regularly with their supervisor and co-workers when working remotely?
Always **Frequently** **Occasionally** **Rarely**
7. Does the employee work collaboratively regularly with their co-workers when working remotely?
Always **Frequently** **Occasionally** **Rarely**
8. Does the employee have a remote work environment free of distractions, with the appropriate equipment, internet service, and access to files and other necessary resources?
Yes **No**

Part Three: Evaluating Your Analysis:

Part One: Is the position appropriate for FWA? It is if you answer "frequently" or "always" to each item under Part One. If the answers were "rarely" or "occasionally", this position may not be suitable for a Flexible Work Arrangement. If the answers were mixed, the position may require additional supervision to ensure productivity standards and goals are achieved.

Part Two: Is the employee a candidate for an FWA?

If your answers to questions are "Always" or "Frequently," the employee may be a good fit for FWA work. If your answers to questions are "Occasionally" or "Rarely," the employee is not a good fit for FWA work. If the answers were mixed, the employee may require additional supervision to ensure productivity standards and goals are achieved.

Based on this analysis and your best judgement, this employee is:

Approved for FWA Work

Denied for FWA Work

Use this FWA Work Analysis Tool as a reference when discussing the reasons for the decision with the employee.