

FLEXIBLE WORK ARRANGEMENT SELF ASSESSMENT QUESTIONNAIRE

Answering the following questions may help a staff member to determine whether they are prepared to complete and submit a Flexible Work Arrangement request form for consideration. The staff member should thoroughly review this information and draft notes where appropriate, prior to meeting with their management to initially discuss a possible flexible work arrangement or prior to completing a Flexible Work Arrangement request form.

- Can you demonstrate that you have taken responsibility and ownership of your work/life issue?
 - Can you clearly define your personal/family needs objectively?
 - Can you identify potential work problems or obstacles related to your request and think of ways to overcome them?
 - Can you exhibit as much flexibility as you are asking of your management, fellow staff members and the Management Team at (Company Name)?
 - Can you demonstrate your understanding of and concern for meeting the requirements of your position and meeting (Company Name) business needs?
 - Can you develop and evaluate several potential options to resolve your work-life conflict?
 - Can you develop a reasonable plan for completing your work during a flexible work arrangement?
 - Can you be actively involved in each step of the decision-making process?
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- 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 understand how your career development goals may be impacted, and be realistic about your expectations?
- 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?

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