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**FLEXPLACE OR WORK FROM**

**HOME ASSESSMENT**

Is Flexplace or Full Time Work From Home (WFH) a viable option for you to consider? Complete this assessment to learn how your role, work style, and personality may impact your success. 3 Pages 20-758

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**Flexplace & Full Time Work From Home Self-Assessment**

Is Flexplace or Full Time Work From Home (WFH) a viable option for you to consider? Please take a few minutes to complete this assessment to learn how your role, work style, and personality may impact your success. If you choose to move forward with a proposal, you will be required to share this document and the proposal with your leader.

**NOTE:** Depending on the frequency of the Flexplace arrangement being considered, the leader may determine that this step of the process is not necessary for some associates. Leaders may also choose to utilize this assessment tool for Business Driven and Voluntary Full Time WFH arrangements to help evaluate if the individuals being considered can be successful in a Full Time WFH arrangement.

1. **Do you have the right role for Work from Home or Flexplace? Does your role encompass:**

* Job responsibilities that can be arranged so that there is no difference in the level of service provided to your coworkers and clients.
* Minimal requirement for direct in-person supervision.
* Low face-to-face communication requirements with the ability to arrange days when communication can be handled via telephone or email.
* Minimal requirements for special resources, access to files and equipment.
* Ability to define tasks and work products with measurable work activities, objectives, and results.
* Ability to control and schedule your work flow and deliverables.
* Tasks include those that could be done away from the office:

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1. **Do you have the right home office environment for Work from Home or Flexplace?**

* The level of security required by [ORG] and your respective role.
* The necessary home office equipment, tools, and resources that meet [ORG] standards and the understanding that you may incur additional out-of-pocket expenses for internet and phone for Flexplace and Voluntary WFH arrangements. A soft phone application may be an option for associates; review the eligibility requirements with your leader. Note that [ORG] will not provide laptops, desktops, or printers to associates who do not have a home PC set up and want to work Flexplace or Voluntary WFH.
* Household members who will understand you are working and will not disturb/interrupt you.
* Alternate dependent care arrangements (other than yourself)

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1. **Successful Flexplace and Work From Home associates develop regular routines and are able to set and meet their own deadlines:**

* Are you self-motivated and self-disciplined?
* Are you successful working independently?
* Can you complete projects on time with minimal supervision and feedback?
* Are you productive when no one is checking on you or watching you work?

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1. **Do you have strong organizational and time-management skills?**

* Are you results-oriented?
* Will you remain focused on your work while at home and not be distracted by television, housework, or visiting neighbors?
* Do you manage your time and workload successfully, solve many of your own problems and find satisfaction in completing tasks on your own?
* Are you comfortable setting priorities and deadlines?
* Do you keep your sights on results?

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1. **Are you comfortable working alone and disciplined enough to apply yourself continuously to your job without interruption or distraction?**

* Can you adjust to the relative isolation of working at home?
* Can you adjust to missing the social interaction at the office on your work from home days?
* Do you have the self-control to work neither too much nor too little?
* Can you set a comfortable and productive pace while working at home?

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1. **Successful Work From Home and Flexplace associates should have a thorough understanding of [ORG] culture.**

* Are you knowledgeable about expectations, standard operating procedures (SOPs) and policies for your role?
* Have you been on the job long enough to know how to do your job accordance with company/functional procedures and policies?
* Do you have well established work relationships, communication, and social patterns in the office?

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1. **Have you and your leader discussed whether your coworkers would have additional work when you work at home? If so, how the work would be handled?**

* Have you determined how to provide support to coworkers and clients while working from home?
* Do you have an effective working relationship with coworkers and clients?
* Have you evaluated the effects of Work from Home and Flexplace and those of your coworkers in maintaining adequate in-office communication?

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1. **Are you adaptable to changing routines and environments?**

* Have you demonstrated an ability to be flexible and adaptable to work routines and environments?
* Are you willing to come into the office on a regularly scheduled Work From Home or Flexplace day, if your leader(s), coworkers, or clients need you there (i.e., meetings, client visits, emergency situations)?

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1. **Are you an effective communicator and collaborative team player?**

* Do you communicate effectively with your leader and coworkers?
* Are you able to express needs objectively and develop solutions?
* Have you developed effective methods to communicate regularly and in a timely manner with your leader and coworkers, which you can utilize when you work from home or Flexplace?

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1. **Current job performance is a strong indicator of your potential success as a Work From Home or Flexplace associate. Consider how any problems or developmental needs evident in your last performance evaluation might affect your Work from Home or Flexplace experience.**

* Are you currently on target to meet or exceed your performance objectives?
* Do you know your job well?
* Do you have a track record of sustained, successful work performance?
* Do you possess exemplary attendance and punctuality?
* Are you currently an associate in good standing? (i.e., not currently on a Performance Improvement Plan (PIP)?

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1. **Do you manage other associates? If so consider:**

* How many associates do you manage and what are their roles?
* The current location of your associates.
* The type of daily interaction and level of oversight you have with your associates.
* Your role in their workflow.

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Summary:

Do you have the right kind of job/role to make Flexplace or Work From Home work for you?

* You should be able to successfully check every item under question 1.

Do you have the right home office environment to make Flexplace or Work From Home work for you?

* You should be able to successfully check every item under question 2.

Are you the right kind of worker to make Work From Home of Flexplace work for you?

* If your answers to Question 3 through 10 are “Always” or “Yes” you may be an associate who is likely to be successful in utilizing Flexplace or Work From Home options.

Do you manage other associates?

* If you answered yes for question 11, you and your leader will need to have additional discussion to determine whether Flexplace or Work From Home is appropriate for your role, taking into consideration some of the bullet points identified above.

Note that this assessment is meant to help you think about the requirements, potential challenges and issues related to a Flexplace or Full Time Work from Home arrangement. Your leader is responsible for final assessment and approval of any arrangement.