

3. Current job performance is a strong indicator of an employee's potential success with a WFH arrangement. Consider how any problems or professional development needs evident over the last performance evaluation period might affect the employee's WFH experience. Is the employee knowledgeable of job duties and does the employee have a track record of satisfactory performance?

Always Frequently Occasionally Rarely

4. For a successful WFH experience, the employee should have strong organizational and time management skills and should be results oriented. Does the employee have the ability to remain focused on work while WFH and not be distracted by television, housework or visiting neighbors?

Always Frequently Occasionally Rarely

5. The employee should be comfortable working alone and/or through tele/video conferences. Would the employee have the self control to work neither too much nor too little and set a comfortable and productive pace while working at home?

Yes No

6. Employees in a WFH arrangement should have a good understanding of the departmental and organizational "culture." Is the employee knowledgeable about the university procedures and policies; and has the employee been on the job long enough to know how to effectively complete assignments/tasks in accordance with the university procedures and policies?

Always Frequently Occasionally Rarely

7. Is the employee an effective communicator and team player (i.e. communicates well with their supervisor and coworkers; able to express needs objectively and develop solutions; and has developed ways to communicate regularly with their supervisor and coworkers that can be used when in a WFH arrangement)?

Yes No

8. Is the employee aware of the low circumstances that promote a successful WFH environment?

A comfortable work space where it is easy to concentrate on work

The level of security required by the University

The necessary office equipment, software, and sufficient capability

Household members who will understand the employee's work schedule and avoid disturbances

Evaluate Your Management Assessment

Is the position conducive to WPH

- You should be able to answer affirmatively to each item under Question 1.