

Screening Questions for Employees

It is helpful to consider the following questions before you write your proposal:

- What are your key responsibilities and what are the tasks required for success in your job?
- Do you supervise others? How will a flexible work arrangement affect your supervision of others?
- How will a flexible work arrangement impact your ability to get your job done?
- Will you be able to adequately protect any confidential information that you handle?
- How will business needs be met?
- Who are your key clients?
- How will you ensure that customer service needs will be met?
- What will the impact be on your co-workers and your supervisor?
- What will the impact be on coverage within your work group? How would your plan address this?
- What equipment/technology will your work arrangement require?
- What are the cost implications?
- How will your work/performance be reviewed and evaluated?
- How will your success be measured?
- Do you manage your time well?
- Have you discussed with the Benefits Department any effect to your benefits or salary that would occur as a result of this proposal?