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?