

Readiness Assessment for Staff

Are you ready to work remotely?

Please read each statement. If the statement is true for your key job responsibilities, check the box. This checklist should be used as a resource to guide conversations with your supervisor about whether and how you can work remotely.

- My job duties and responsibilities can be (or are) structured so tasks can be completed remotely.
- My assignments or duties can be delivered or completed electronically.
- Proper security measures are in place to ensure data confidentiality and integrity.
- A remote work arrangement will not impact my ability to maintain my performance.
- Problems can be solved and resolved independently.
- I am prepared to meet the level of availability and responsiveness required to meet the needs of my department and the University.
- I am flexible and adaptable, I understand and can use technology to support remote work.
- I communicate well with my coworkers and supervisor(s) and keep them informed.
- I am organized and manage my time well.
- I work well with limited or no supervision.
- I consistently complete work assignments and meet deadlines.
- I understand the results and deliverables that must be accomplished.
- I regularly seek feedback on my performance.

The more boxes you have checked, the more prepared you are to potentially work remotely. A very low number of checks should encourage you to consider if working remotely is possible or the right fit for you. Please discuss this list with your supervisor.

Readiness Assessment for Supervisors of Staff

Are you ready to lead remotely?

Please read each statement. If the statement is true for you as a leader, check the box. This assessment is meant only as a guide for you to review your ability to lead remotely and have conversations with your employees about how you can best lead remotely.

- I listen and communicate well with my staff.
- My staff know they can contact me for any question.
- I have a good understanding of the key responsibilities for each staff member who I supervise.
- My expectations of my staff for their performance objectives and results are clearly defined and understood.
- I understand what is being said by members of my staff.
- I encourage new ideas from my staff.
- I give credit to others for their ideas and contributions.
- I model the behavior that I seek from the employees I supervise.
- I regularly give constructive feedback in a timely manner, using specific examples.
- I keep my eye on the big picture and create unit and individual goals that relate to those of the University.
- I meet with employees regularly to review progress toward goals and evaluate their performance.
- I know how to manage conflicts successfully.
- I am flexible and adaptable.
- I can work with others who work outside of a traditional work schedule to achieve their goals and objectives.

The more checks you have, the more ready you are to lead remote employees. Reflect on the statements that you did not check and consider a conversation with your own supervisor on how you can strengthen these skills.