

Remote	Work	Suitability
Assessm	ent	

Assessment		Date Completed			
		Supervisor Name			
		Employee Name			
		Department			
		Position Title			
Sec	tion 1: Business Need	Banner ID			
1	Does this remote work arrangement serve the best interest	ts of the university?	☐ Yes		□ No
2	Would a remote work arrangement enhance, maintain, or diminish operational efficiencies?		☐ Enhance	☐ Maintain	□ Diminish
3	Does the addition of remote work arrangement(s) enhance the productivity of the department and the employees?		☐ Yes		□ No
Co	mments:				
Sec	tion 2: Position Suitability				
1	Does the position require ongoing access to equipment, me can only be accessed on campus?	naterials, and files that	☐ Yes		□ No
2	Does the position require extensive face-to-face contact w other employees, or the public?	vith students, supervisors,	☐ Yes		□ No
3	Does the position require extensive time in meetings or on collaborative efforts within the department or other units/departments?		☐ Yes		□ No
4	Does the position regularly perform work on campus or a	t a facility work location?	☐ Yes		□ No
5	Does the position have job duties that requires presence o work location?	n campus or at a facility	□ Yes		□ No
Co	mments:	-			
Sec	tion 3: Employee Suitability				
1	Are there concerns with the employee's performance histodisciplinary action)?	ory (including	□ Yes		□ No
2	Does the employee possess appropriate time management skills?	and organizational	□ Yes		□ No
3	Does the employee have the necessary computer skills to job functions outside of the office?	complete their required	□ Yes		□ No
4	Does the employee understand their role and expectations supervision to complete their tasks?	, and require little	□ Yes		□ No
5	Can the employee's performance in a remote work setting evaluated?	the measured and	□ Yes		□ No
6	Is the employee able to initiate tasks on their own and cor starter?	nsidered to be a self-	□ Yes		□ No
7	Does the employee consistently meet deadlines?		☐ Yes	•	□ No
Co	mments:				

Sec	tion 4: Supervisory Approach			
1	Are you comfortable allowing this employee to work in a remote setting with less direct oversight?	☐ Yes		□ No
2	How frequently do you monitor the employee's work performance?	□ Weekly	☐ Monthly	Other
3	Are you comfortable communicating virtually with the employee?	☐ Yes		□ No
4	Have you been successful in establishing clear objectives?	□ Yes		□ No
5	Can you accurately measure the employee's performance, outcomes, and time worked in a remote work setting?	□ Yes		□ No
6	Do you trust the employee will be productive without continuous supervision?	□ Yes		□ No
Coı	mments:			
Sec	tion 5: Team Effectiveness			
1	Do team members frequently work on detailed and complex projects that require collaboration and partnership?	☐ Yes		□ No
2	Does an employee's work location impact team work processes and efficiency?	□ Yes		□ No
3	Can the team sustain engagement in a remote or hybrid work environment?	□ Yes		□ No
4	Does the team possess resiliency to maintain trust and a strong team morale in the face of challenges?	□ Yes		□ No
5	Would the team support and embrace a work environment with a combination of on site and remote work arrangements?	☐ Yes		□ No
Con	mments:			
	mm a w			
Based on the collective responses to the assessment questions, do you recommend this position be considered for a remote work arrangement? If no, please indicate the primary business reason/suitability factor below.				□ No
	Business Need	oory	☐ Team I	Effectiveness
	here a maximum % of time or number of days feasible for remote work? If yes, ase specify.	☐ Yes, _		□ No
Does the department have the appropriate budget, equipment, and resources to support a remote work arrangement?				
Sta	mote Work Location. Many states and localities have employment laws that differ from the University and may results in additional expense or risk exposure for departments at asse reference the Policy or contact hr@ysu.edu to inquire about a specific location.			(initials)
Sig	natures			
Supe	rvisor	Date	•	
Depo	urtment Head/Administrative Officer	Date	!	
Divis	sion Officer	Date	•	