

## Screening Questions for Managers

- What are the key responsibilities of this position
- Does this employee supervise others? How will a flexible work arrangement affect their supervision of others?
- Will a flexible work arrangement impact their ability to get their job done?
- Is this an employee in good standing as evidenced in prior performance appraisals?
- Does this employee handle confidential information that would be at risk because of an alternative work arrangement?
- How will business needs be met?
- Who are his/her key clients?
- Will customer service needs continue to be met?
- What will the impact be on other members of your department?
- Will the alternative work arrangement require additional equipment or technology? If so, what are the cost implications?
- How will you review and evaluate his/her work performance?
- How will success be measured for you and your employee?
- If this is a “reduced work hours” proposal, Can the job logically be done in less than a standard work week? If not, will there be unassigned tasks and if so, how will the unassigned job tasks be handled?
- Have you discussed with your Human Resource Consultant any potential employee labor relations issues that might arise as a result of the proposed hours?
- Have you taken the “Manager’s Workshop for Flexibility” offered through the Workplace Learning Collaborative or had a consultation with the Work-Life Manager?