



SMITH COLLEGE

Hybrid Remote Work Analysis Tool

When an employee requests to enter into a Hybrid Remote Work Agreement, the employee’s manager is expected to carefully evaluate the position within their department to determine if the employee’s job duties can be performed remotely in an effective and efficient way without undue hardship. Upon determining that a position is conducive to a Hybrid Remote Work Agreement, the employee’s manager should ensure that the employee possesses the work habits and the appropriate environment to be successful

Employee in Position:
Title:
Department:

Position Number
Completed by:
Date completed:

Read each of the numbered sections below and check the box that most accurately describes the position and/or employee. Your self-assessment will help you decide whether remote work is right for the employee making the request.

Part One: Is the position conducive for remote work?

1. Can the requesting employee’s job responsibilities be arranged so the level of service provided to the College community is maintained?
2. Do the requesting employee’s essential job duties require ongoing access to equipment, materials, and files that can only be accessed onsite?
3. Do the requesting employee’s essential job duties require onsite, face-to-face contact with managers, employees, customers, or the public?
4. Do the requesting employee’s essential job duties require extensive time in meetings or performing work onsite?
5. Do any security issues require the employee’s essential duties to be conducted on onsite?
6. Does the requesting employee have access to the equipment necessary to perform their job function remotely?

Essential duties of the position that can be done offsite:

Analysis	Project Management	Evaluations/ Assessments
Drafting	Financial Analysis	Strategy work
Research	Auditing	Scheduling

Budget
Report Writing
Email Writing

Transactional Work
Reading
Editing

Digital Communication
Design Work
Data Entry

Part Two: Is the Employee conducive for remote Work?

Is the employee self-motivated, self-disciplined, and able to work and solve problems independently?

Always Frequently Occasionally Rarely

Does the employee effectively manage their time?

Always Frequently Occasionally Rarely

Does the employee complete projects on time with minimal supervision and feedback? Is the employee productive without direct supervision?

Always Frequently Occasionally Rarely

Current job performance is a strong indicator of an employee's potential success as a remote worker. Have there been any concerns over the last performance evaluation period that you believe might affect the employee's remote experience?

Yes No

Does the employee have substantial knowledge of job duties and a track record of satisfactory performance?

Yes No

Does the employee have strong organizational and time-management skills?

Always Frequently Occasionally Rarely

Is the employee results-oriented?

Always Frequently Occasionally Rarely

Does the employee have the ability to remain focused on work while working remotely and not be distracted by television, housework or visiting neighbors?

Always

Frequently

Occasionally

Rarely

Remote workers should have a good understanding of the departmental and organizational culture at Smith. Is the employee knowledgeable about the organization's procedures and policies?

Yes

No

Has the employee been on the job long enough to know how to effectively complete assignments/tasks in accordance with the organization's procedures and policies?

Yes

No

Is the employee an effective communicator and team player?

Yes

No

Does the employee communicate well with the supervisor and co-workers, express needs objectively; and develop solutions?

Yes

No

Is the employee able to communicate regularly with their supervisor and co-workers when working remotely?

Yes

No

Does the employee have an appropriate remote work environment?

Yes

No

Part Three: Evaluating Your Analysis:

Part One: Is the position appropriate for remote work?

It is, if you answer "yes" to each item under Part One.

Part Two: Is the employee a candidate for remote work?

If your answers to questions are “Always”, “Frequently,” or “Yes,” the employee may be a good fit for remote work. If your answers to questions are “Occasionally”, “Rarely,” or “No,” the employee is probably not a good fit for remote work.

Based on this analysis and your best judgment this employee is:

Approved for Remote Work

Denied for Remote Work

Use this Remote Work Analysis Tool as a reference when discussing the reasons for the decision with the employee.