

Remote Work Suitability Assessment

Date Completed	
Supervisor Name	
Employee Name	
Department/Unit	
Position Title	

Section 1: Business Need

1	Does this remote work arrangement serve the best interests of the university?	
2	Would a remote work arrangement enhance, maintain, or diminish operational efficiencies?	
3	Does the addition of remote work arrangement(s) enhance the productivity of the department and the employees?	

Notes:

Section 2: Position Suitability

1	Does the position require ongoing access to equipment, materials, and files that can only be accessed on campus?	
2	Does the position require face-to-face contact with students, supervisors, other employees, or the public that would prevent eligibility for remote work?	
3	Does the position require being physically present in meetings or on collaborative efforts within the department or other units/departments that would prevent eligibility for remote work?	
4	Does the position regularly perform work on campus or at a facility work location?	
5	Does the position have job duties that requires presence on campus or at a facility work location?	

Notes:

Section 3: Employee Suitability

1	Are there concerns with the employee's performance history (including disciplinary action)?	
2	Does the employee possess appropriate time management and organizational skills?	
3	Does the employee have the necessary computer skills to complete their required job functions outside of the office?	
4	Does the employee understand their role and expectations, and require little supervision to complete their tasks?	
5	Can the employee's performance in a remote work setting be measured and evaluated?	
6	Is the employee able to initiate tasks on their own and considered to be a self-starter?	
7	Does the employee consistently meet deadlines?	

Notes:

Section 4: Supervisory Approach

1	Are you comfortable allowing this employee to work in a remote setting with less direct oversight?	
2	How frequently do you monitor the employee's work performance?	
3	Are you comfortable communicating virtually with the employee?	
4	Have you been successful in establishing clear objectives?	
5	Can you accurately measure the employee's performance, outcomes, and time worked in a remote work setting?	
6	Do you trust the employee will be productive without continuous supervision?	

Notes:

Section 5: Team Effectiveness

1	Do team members frequently work on detailed and complex projects that require collaboration and partnership?	
2	Does an employee's work location impact team work processes and efficiency?	
3	Can the team sustain engagement in a remote or hybrid work environment?	
4	Does the team possess resiliency to maintain trust and a strong team morale in the face of challenges?	
5	Would the team support and embrace a work environment with a combination of on site and remote work arrangements?	

Notes:

Summary

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.	
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Business Need	Position Suitability	Employee Suitability	Supervisory Approach	Team Effectiveness
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Notes:

Is there a maximum % of time or number of days feasible for remote work? If yes, please specify.	
Remote Work Location. Out-of-state remote work is complex due to employment laws, taxation rules, data privacy and cybersecurity risks, and other compliance requirements in other states. Approval of an alternate work location outside of the state of Illinois will need to be approved by Human Resources and Payroll prior to any employment agreement or remote work arrangement.	

Signatures

Supervisor

Date

Department Head

Date

Vice President

Date