



Remote Work Arrangement Review

Date Completed		Department	
Supervisor Name		Position Title	
Employee Name		Banner ID	

This form should be utilized to review and evaluate existing remote work arrangements. The statements below provide guidelines for review and considerations of assignments. After reviewing the guidelines, provide your recommendation for the continuation of the current remote work arrangement. Any changes to the schedule should be approved and documented by submitting a new remote work request form.

Section 1:

Business Need

1	This remote work arrangement consistently serves the best interests of the university.
2	This remote work arrangement enhances/maintains operational efficiencies.

Section 2:

Position Suitability

1	Access to all equipment, materials, and files needed to perform essential functions is consistent.
2	Meaningful interaction (face-to-face, virtual, etc.) occurs with students, supervisors, other employees, or the public.
3	Collaborative efforts are successful within the department or other units/departments.

Section 3:

Employee Suitability

1	The employee consistently meets performance goals and expectations.
2	The employee demonstrates effective time management and organizational skills.
3	The employee is responsive and timely in their communications with other faculty/staff, leadership and those they serve.

Section 4:

Supervisory Approach

1	The supervisor can maintain consistent and effective communication with the employee.
2	The supervisor measures the employee's performance, outcomes, and time worked.

Section 5:

Team Effectiveness

1	Team processes and efficiencies are maintained/enhanced.
2	The team can maintain engagement, trust, and morale.
3	The team continues to support and embrace this remote work arrangement.

Do you recommend that the current remote work arrangement and schedule continue?	Yes	No
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