



## Remote Work Suitability Assessment

Date Completed	
Supervisor Name	
Employee Name	
Employee CWID	
Position Title	
Department Name	

### Section 1: Business Need

1	Does this remote work arrangement serve the best interests of the university?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Notes:

### Section 2: Position Suitability

1	Does the position require ongoing access to equipment, materials, and files that can only be accessed on campus?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Does the position require extensive face-to-face contact with students, supervisors, other employees, or the public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Does the position require extensive time in meetings or on collaborative efforts within the department or other units/departments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Does the position regularly perform work on campus or at a facility work location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Does the position have job duties that require presence on campus or at a facility work location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Does the position have job duties that require patient care (indirect or direct)?	<input type="radio"/> Yes	<input type="radio"/> No

Notes:

### Section 3: Employee Suitability

1	Are there concerns with the employee's performance history (including corrective action)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Does the employee possess appropriate time management and organizational skills?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Does the employee have the necessary computer skills to complete their required job functions outside of the office?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Does the employee understand their role and expectations, and require little supervision to complete their tasks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Can the employee's performance in a remote work setting be measured and evaluated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Is the employee able to initiate tasks on their own and considered to be a selfstarter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	Does the employee consistently meet deadlines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Notes:

### Section 4: Supervisory Approach

1	Are you comfortable allowing this employee to work in a remote setting with less direct oversight?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2	How frequently do you monitor the employee's work performance?	Weekly	Monthly	Other
3	Are you comfortable communicating virtually with the employee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4	Have you been successful in establishing clear objectives?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5	Can you accurately measure the employee's performance, outcomes, and time worked in a remote work setting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6	Do you trust the employee will be productive without continuous supervision?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Notes:

### Section 5: Team Effectiveness

1	Do team members frequently work on detailed and complex projects that require collaboration and partnership?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Does an employee's work location impact team work processes and efficiency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Can the team sustain engagement in a remote or hybrid work environment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Does the team possess resiliency to maintain trust and a strong team morale in the face of challenges?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Would the team support and embrace a work environment with a combination of on site and remote work arrangements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Business Need <input type="checkbox"/> Position Suitability <input type="checkbox"/> Employee <input type="checkbox"/> Supervisory <input type="checkbox"/> Team Effectiveness <input type="checkbox"/> Suitability Approach Notes:		
Is there a maximum % of time or number of days feasible for remote work? If yes, please specify.	<input type="checkbox"/> Yes, _____	<input type="checkbox"/> No
Does the department have the appropriate budget, equipment, and resources to support a remote work arrangement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Remote Work Location.</b> Please confirm remote location of work requested. Many states and localities have employment laws that differ from Oklahoma and may result in additional expense or risk exposure for departments and the university. All out-of-state requests require additional OSU HR review. Options:    Oklahoma    Other, specify state: _____*		_____ <i>(initials)</i>
<b>Employee Immigration Status.</b> Please confirm employee's immigration status. Due to the complexities of US immigration law and the possible need for additional documentation and certification within the Department of Labor <b>prior</b> to work commencing, any changes in work location regarding international employees require additional OSU HR review. Options:    Domestic    International*		

## Signatures

_____ <i>Supervisor/Department Head</i>	_____ <i>Date</i>
_____ <i>Dean, Vice President or equivalent</i>	_____ <i>Date</i>
_____ <i>Human Resources</i>	_____ <i>Date</i>
_____ <i>Information Technology (if patient related position)</i>	_____ <i>Date</i>

\*All out-of-state requests for remote work involving international employees require additional review by University Human Resources.