

# State of Colorado

## Flexible Work Arrangements (FWA)

### Supervisor/Manager Self Assessment



This self assessment tool is used to gauge how well supervisors/managers may be prepared for supervising employees on FWA. It may also identify areas needed to strengthen before FWA are successful within a work unit. This self assessment is designed for all FWA; however some questions may apply more to Flexplace. Please select only one answer for each question – **All the time**; **Some of the time**; and **Rarely**.

|                                                                                                            | All the time             | Some of the time         | Rarely                   |
|------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| I am comfortable focusing on results and outcomes, rather than employee “fact time” or physical presence.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I serve as an advocate of my employees and generally facilitate the implementation of FWA in my work unit. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I am a resource and provide insight into creative ways that employee work-life conflict can be resolved.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I understand the benefits of FWA for employees, me as the employer, and the State as a whole.              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Employees who report to me would say that I am approachable, flexible, and supportive.                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I set and articulate clear expectations and goals with each of my employees.                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I often find creative and new ways to get the job done.                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| One of my strong points is planning/organizing.                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I am willing and able to delegate.                                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I don’t feel the need to supervise closely in order to maintain control.                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I trust my employees.                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I have good communication with my employees.                                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**As you move ahead with FWA in your organization, you may want to focus on improving areas where you answered either “some of the time” or “rarely”. Ideally, a great candidate for managing telecommuters will answer “all of the time” to at least 9 of the statements above.**