

IS FLEXIBLE WORKING RIGHT FOR ME?

A questionnaire examining your suitability to work flexibly

This short self assessment questionnaire has been designed to help you think through whether working flexibly will suit you in your present role. It is a short version of our in-depth questionnaire which is available from info@wisework.co.uk along with a number of other tools that support flexible working. Our definition of flexible working is any combination of working non standard hours, at non standard times or places such as home, customer or supplier or other sites.

You can use this questionnaire as a self reflection tool or as the basis of a discussion with your manager, human resource officer, coach or other supportive person.

The questionnaire has a number of statements which you are asked to score depending how well you feel that statement represents you or your views. There are no right answers. Please take time to think about how you work and what you want from your working environment. The questionnaire should take you no more than 5 minutes to complete. Be as honest as you can as this questionnaire is designed to help you start to think about how you can effectively work in a flexible manner.

The self assessment scale is:

- 1 I strongly disagree with this statement*
- 2 I disagree to some extent with this statement*
- 3 I neither agree nor disagree with this statement*
- 4 I agree to some extent with this statement*
- 5 I strongly agree with this statement*

If you feel that any of the question do not relate to your situation, they may be targeted at working at home or desk sharing for instance, then score 3 so that your total will include answers to 22 questions.

I am clear about the personal benefits to me of flexible working	
I am clear about the organisational benefits of working flexibly	
I have clear targets in my job	
I have the support of my manager	
I have the support of my colleagues	
My organisation supports flexible working	
I am aware of the flexible working policies and procedures	
I work well on my own	
I can get the IT I need to work flexibly	
I am able to use IT without support	
I don't need a desk of my own	
I feel confident to identify my personal development needs	

I have agreed how I will communicate with my manager	
I have agreed how I will communicate with my colleagues	
I have agreed how I will communicate with other contacts	
I have agreed how work will be handed over to colleague(s)	
I have thought about the effect on attending meetings	
My manager trusts me to manage my workload	
I work well on my own	
I will miss chatting to friends at work	
I don't get distracted by personal priorities	
My team can work without me always there	
TOTAL	

USING YOUR RESULTS

Total your scores and compare with the table below:

Total	Comments
0 - 22	You need to do a lot more work before you will be ready to work flexibly
22 - 44	You still have some way to go and may benefit from more thought about the issues you will face.
44 - 66	You have some positive indicators, but there is still some work needed before you can effectively work flexibly.
66 – 88	You have a good basis for working flexibly – be prepared to make changes during the settling-in period.
88 - 110	You are ready to work flexibly though issues may arise which can be resolved – good luck.

Now consider the following steps:

- Review your responses to the statements above.
- Look at the specific questions to which you have either answered disagreed strongly or to some extent or chose neither as your answer i.e. 1, 2, 3.
- Is there a pattern to the statements or any similarity between them?
- What do you think you need to do to ensure that you can agree with the statement?
- Next look at the statements you agreed with. Can you build on these positive attributes?

To work successfully in a flexible manner the arrangements need to be clear and practical. They need to be suitable for the specific role and business demands placed on that role. You should make sure these areas are discussed and understood by all the stakeholders such as your manager, organisation, family and friends.

Disclaimer

While all reasonable efforts and care have been taken in the production of this questionnaire, WiseWork Limited makes no warranties or guarantees regarding the information contained in this document or in the processes required for its completion and subsequent use.

WiseWork Limited

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