Supervisor's Checklist for Evaluating Position Eligibility for Remote/Hybrid Schedule

When evaluating whether the duties of a particular position may be performed hybrid/remotely, the supervisor should consider the following (**CIRCLE ONE**).

*If the responses to most of the first three points below are NO, and the answers to the last two points are YES, the position may not be a good fit for a remote/hybrid schedule.

- *Is the nature of the work and responsibilities to be performed conducive to a hybrid/remote work schedule and location without causing disruption to performance or customer service?* **YES/NO**

- *Will the following needs of the department still be met on a remote/hybrid schedule: meeting participation, fulfilling department goals and projects?* **YES/NO**

- *Will supporting and collaborating with other departments still be feasible?* **YES/NO**

- *Will a lack of in-person interaction including on-campus appointments/meetings, impede the successful completion of the position's tasks/responsibilities?* **YES/NO**

- *Does the position require direct supervision of onsite employees?* **YES/NO**