Remote Work Arrangements

REMOTE WORK SELF ASSESSMENT

Employees requesting Remote Work Arrangements should consider a variety of factors in determining if remote work is the right choice for their personal circumstances.

Please complete the self-assessment, referencing the resources available. Upon completion, reflect on your responses. If you have indicated 'no' in areas, consider how these can be addressed. This self-assessment, along with the <mark>Home Office Safety Checklist</mark> should be discussed with your supervisor as part of your Remote Work request.

Technology		
I have access to the appropriate technology (hardware, software, internet connection) to work productively.	◯ Yes ◯ No	Remote Work Resources
I am aware of and able to comply with IT and datasecurity policies and guidelines and understand how to send digital information safely.	◯ Yes ◯ No	Information Security Sending Digital Information Safely Records Management
I have access to, and am comfortable using, UVic collaboration technology (Zoom, MS Teams, etc.) to connect with my team, students, clients, or others.	◯ Yes ◯ No	Technology Training
Physical Surroundings		
I have a safe workstation set-up (ergonomic, secure, free of hazards).	◯ Yes ◯ No	Office Ergonomics Guide
My work space is appropriately suited to my needs (quiet, adequate space).	◯ Yes ◯ No	
I have adequate care arrangements for children or other dependents.	◯ Yes ◯ No	
Personal Wellbeing		
I am able to set boundaries around work regardless of my environment, such as being able to fully disengage from work after my remote work day.	◯ Yes ◯ No	

I am comfortable working alone and can stay engaged without the social aspects of working on-campus.	◯ Yes ◯ No	
I have developed a working alone safety plan with regular safety check-ins (if applicable)	◯ Yes ◯ No	
I have integrated self-care into my remote work plans.	◯ Yes ◯ No	**UVic Health and Wellness**
Personal Characteristics and Individual Approach to Work		
I am effective working autonomously and independently, and perform well in these conditions.	◯ Yes ◯ No	
I am generally skilled at setting milestones and key deliverables for my work. I am comfortable working with deadlines and independently managing my tasks to ensure deadlines are met.	◯ Yes ◯ No	
I am able to foster effective and collaborative working relationships with colleagues, clients, or other stakeholders when working remotely.	◯ Yes ◯ No	
I prefer a flexible approach to work and easily adapt to changing routines and environments. I am willing/able to be on campus when required by my team.	◯ Yes ◯ No	
I have a current Performance and Development plan approved by my supervisor, and will be able to meet my goals within the context of a RWA.	◯ Yes ◯ No	**Performance and Development Cycle**