**Re-Imagining the Workplace - Success Guide – Supervisor**

Employee Name:

Department/Unit:

1. From a supervisor’s perspective, how has working remotely worked for the employee? Positives? Negatives? Innovations/Lessons Learned?
2. What kind of flexibility does the employee want moving forward?
3. What position responsibilities can be completed at home? Please provide specific examples.
4. What position responsibilities require a physical presence at the office? Please provide specific examples.
5. Based on the answers to 1-4, how do you envision the employees work schedule moving forward on a regular basis?
	1. 100% Remote (Staff must complete new Alternate Work Arrangement Agreement)
	2. Hybrid (Staff must complete new Alternate Work Arrangement Agreement)
		1. \_\_\_\_\_\_\_\_Days Per Week in the Office. Specific days or times?
		2. \_\_\_\_\_\_\_\_Days Per Week Working Remotely. Specific days or times?
	3. 100% On-Campus
	4. Flexible Work Schedule. Specify days/times.
6. Based on your answer to #5, what do you feel would be the best workspace arrangement when the employee returns to campus? Please list all additional equipment or resources you want to complete your work based on the work schedule you identified above.
7. Do you have any other thoughts that you would like to share?