Flex@X Hybrid Work Self-Assessment

Employees considering hybrid work arrangements should consider a variety of factors to determine if this is the right choice for their personal circumstances.

On completion, reflect on your responses. If you have indicated 'no' in areas, can these be addressed? You can discuss with your manager/supervisor or People and Culture if you have any areas you need assistance with.

Technology Considerations

	Yes	No
I have the appropriate StFX-owned technology (hardware, software, Internet connection) to work productively.		
I am aware of and able to comply with IT and data security policies and guidelines.		
I have access to and am comfortable using StFX collaboration technology to connect with my team, students, clients and others.		

Physical Surroundings

	Yes	No
I have a safe workstation set-up (ergonomic, secure and free of hazards).		
My workspace is appropriately suited to my needs (quiet, adequate space).		
I have adequate care arrangements for children or other dependents.		

Personal Characteristics and Individual Approach to Work

	Yes	No
I am effective working autonomously and independently and perform well in these conditions.		
I am generally skilled at setting milestones and key deliverables as part of my work. I am comfortable working with deadlines and independently managing my tasks to ensure deadlines are met.		
I am able to foster effective and collaborative working relationships with colleagues, clients and other stakeholders remotely (taking their needs into account).		
I prefer a flexible approach to work and easily adapt to changing routines and environments. I am willing to be on campus when required by my team.		
I have discussed my career engagement and development planning needs with my manager/supervisor and will be able to address my goals.		

Wellbeing

	Yes	No
I am able to fully disengage from work after a remote workday.		
I am comfortable working alone and can stay engaged without access to the social aspects of working on-campus 100% of the time.		
I have developed a working along safety plan with regular safety check-ins (if applicable).		
I have integrated self-care into my hybrid work plans.		