

**Hybrid Work Analysis Worksheet for Managers**

As you think about hybrid work plans for your team, use the following analysis to help you think through the principal job duties and responsibilities, opportunities for collaboration and engagement, and possible options for off-site work (telework) for each member of your team.

*Instructions: For each section, consider the questions listed and then complete the chart for the specific team member.*

**Team Member Information**

Name/Job Title:

Unit/College/Dept.:

Manager:

**Part One:**

**Feasibility**

Is telework, in whole or part, possible? If so, what are the trade-offs and what are the costs of each trade-off in terms of effect on the university (students, faculty, staff, and guests)?

**Portability**

Where telework is possible, which work tasks can be done effectively off-site? Which work tasks are more effectively done on-site?

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| Deliverable: | Percentage of total time: | Can be done off-site: |
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**Sustainability**

How are collaboration, teamwork and relationship-building best facilitated in the case of each arrangement? To what extent does a unit or employee need to collaborate with others? Should teams be in the office on the same days for in-person meetings and collaboration? Which meetings are best to hold in person? What is the best way to acculturate new employees in the unit?

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| On-site activity:  | Frequency:  |
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*Combining the total percentage or work that needs to be done on-site with the additional on-site requirements offers an option for an individualized hybrid work plan for this team member.*

**Part Two**:

Once you have an idea of what will be required to continue meeting the demands and expectations of the role and the team, the next step is to talk to each team member about their specific role.

Start by sharing your assessment of their hybrid work options. Discuss their experience of working remotely and work together to create a plan. Keep in mind that this is a new process and will need to be monitored, evaluated, and updated as necessary.

* What has been challenging about working off-site that you want to change?
* What changes/innovations have you made to the way you do your work while we’ve been off-site? Which would you like to preserve as we transition into a post-pandemic workforce?
* What else would you like me to know and consider?

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| Description of team member discussion and assessment:  |
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**Part Three**:

Based on the analysis above, how many days a week will the team member work on-site and/or off-site? What tools, technology and resources will be required for this team member? *(Note: A Teleworking Agreement is required for any employee who works fully or partially off-site; refer to the Teleworking Guidelines for full details.)*

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| Description of work schedule and resources:  |
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