

### **Self-Assessment of Eligibility**

Eligibility to submit a proposal for a flexible work arrangement includes, but is not limited to, the criteria indicated in the statements below. Assess your eligibility by checking one of the boxes next to each statement and providing comments.

<b>Agree</b>	<b>Disagree</b>	<b>Eligibility Statements</b>
<input type="checkbox"/>	<input type="checkbox"/>	6 months of service at the College or have Department Head approval for exception
<input type="checkbox"/>	<input type="checkbox"/>	I have <i>no</i> formal disciplinary actions on file within the last 12 months.
<input type="checkbox"/>	<input type="checkbox"/>	I believe my position or job function that can be effectively fulfilled through the proposed flexible work arrangement.
<input type="checkbox"/>	<input type="checkbox"/>	I believe my organizational unit(s) will be able to perform effectively if I have a flexible work arrangement.
<input type="checkbox"/>	<input type="checkbox"/>	I believe I have excellent time management, organizational, and communication skills; self-motivation and drive; the ability to work productively with minimal supervision; and proficiency with telecommunication and other technology.