REMOTE WORK PROGRAM READINESS ASSESSMENT

State Form 56971 (R / 3-22)

Indiana State Personnel Department

This assessment is a guide to determining the readiness of an agency, division, or program to implement remote work. The sections below represent the conditions that should be met prior to implementing a remote work program.

Name of agency	
Name of division	Name of program

		Yes	No
1.	A clear business strategy is the driver for implementing this remote work program. • Improves productivity • Reduces building or parking costs • Expands pools of talent (e.g. recruitment in rural areas) • Enhances employee experience • Improves recruitment and retention • Reduces commuting and emissions • Other:	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
2.	The tasks and nature of the work of the position(s) participating in this remote work program have been evaluated and are able to be completed successfully at a Remote Work site, including: • The potential impact on quality customer service • The potential impact on the effectiveness of existing project teams • The extent to which remote work is desired on a routine basis	☐ ☐ ☐	☐ ☐ ☐
3.	An evaluation has been completed to determine the scope of this remote work program and the scope is clear prior to implementation. • Volume of positions within a classification that require office presence to ensure sufficient organizational performance • Whether remote work will be voluntary or mandated for identified jobs • Clarity on what may eliminate eligibility for specific employees (such as performance or behavioral difficulties)	☐ ☐ ☐	☐ ☐ ☐
4.	The potential risks associated with this remote work program (including reputation, performance, etc.) have been evaluated and accounted for, including: • Handling confidential information • Potential agency travel expenses • Impact on employee productivity/performance	☐ ☐ ☐	☐ ☐ ☐
5.	The business infrastructure is mature enough to successfully support this remote work program, having: • Established standard work and efficiency of work processes • Methods in terms of how employees are to connect to workflow, systems, and produce needed records • Integration methods between employees and management • Measurements, indicators, or practices that ensure the values driving activities are occurring as intended • Measurements that validate value production associated with remote work • Data security standards compliance (including records management)	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐

6. The management practice is mature enough to successfully support this remote work program, including: Yes   No
   - Sufficient pattern of producing clear, written performance targets ☐ ☐
   - Sufficient pattern of performance feedback (positive and negative, proportionate to observed performance/behavior, timely in relation to observation) ☐ ☐
   - Sufficient grasp and regular use of performance indicators and measures ☐ ☐
   - Every employee who is intending to work remotely has a documented performance plan with a measurement/reporting method in place ☐ ☐
   - Availability to effectively receive input from and listen to employees ☐ ☐

7. Remote workspace standards are clear and well-articulated for those who will participate in this remote work program *(see the Remote Work Feasibility Worksheet for more guidance)*.   Yes ☐   No ☐

8. The Flexible Work Arrangements policy is in place and effective for this remote work program.   Yes ☐   No ☐