

QUICK START GUIDE

The guidelines for flexwork are brief, therefore we encourage you to read them. If you need to get started quickly and are looking for a general framework, please see the steps below.

I am	An employee	A manager
I want to	Submit a new flexwork proposal	Review a new flexwork proposal
Take these steps:	<ul style="list-style-type: none"> Download the proposal form 	
	<ul style="list-style-type: none"> Draft the proposal and submit it to your manager Schedule and hold at least one conversation with your manager about your proposal, either before or after you submit your draft 	<ul style="list-style-type: none"> Have at least one formal conversation with your direct report Review the proposal based on business needs and in the context of your whole unit or team
		<ul style="list-style-type: none"> Provide feedback to your direct report
	<ul style="list-style-type: none"> Refine the proposal, as needed 	
		<ul style="list-style-type: none"> Review another version, if needed
		<ul style="list-style-type: none"> Make a decision to grant or deny the proposal
	<ul style="list-style-type: none"> Review the decision with your manager 	<ul style="list-style-type: none"> Review the decision with your direct report
	<ul style="list-style-type: none"> If yes, begin a trial period If no, strive to understand the reason 	<ul style="list-style-type: none"> If yes, begin a trial period If no, provide detail on your reason

I am	A manager	An employee
I want to	Review existing flexwork arrangements	Participate in a review of an existing flexwork arrangement
Take these steps:	<ul style="list-style-type: none"> Discuss with the individual/team your intention to review the flexwork arrangements 	<ul style="list-style-type: none"> Understand that FWAs should be reviewed regularly as a matter of practice
	<ul style="list-style-type: none"> Where relevant, seek input from stakeholders, using consistent questions based on business needs 	<ul style="list-style-type: none"> Where relevant, seek input from stakeholders, using consistent questions based on business needs
	<ul style="list-style-type: none"> Seek input from relevant partners (HR, other subject-matter experts) 	<ul style="list-style-type: none"> Consider your arrangement in the context of stakeholder feedback
	<ul style="list-style-type: none"> Review individual FWAs in the context of the team 	<ul style="list-style-type: none"> Consider your arrangement and those of others in a group context Identify potential improvements
	<ul style="list-style-type: none"> Prepare comments and review them with the employee(s) Identify any changes and set a timeline for renewal, evaluation, or sunseting Document and submit to HR, if required 	<ul style="list-style-type: none"> Meet with your manager Discuss ideas about improving work processes or simply improving the arrangement itself

