



THE UNIVERSITY  
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## Alternative Work Schedule Effectiveness Assessment

Regularly evaluating the effectiveness of the alternative scheduling arrangement will be beneficial for both employee and supervisor. Monthly or quarterly assessments will provide adequate opportunity for both supervisor and employee to communicate about how the arrangement is working. The format below may be altered to fit individual employee and supervisor needs.

Employee Name:

Supervisor Name:

Date of Assessment:

Have any concerns emerged with respect to the arrangement? Check any that apply:

- Communication with manager/supervisor
- Communication/networking with colleagues
- Working independently, setting and meeting deadlines
- Policies
- Other – please specify:

In order to correct any problems that have emerged, following improvement plan is being implemented:

Employee comments:

Employee Signature \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_