

Compressed Workweek Self Assessment Form

- My job duties enable me to be out of the office on certain days, e.g. by shifting the tasks normally done at those times to other hours or days.
- Some of my job duties are task-based and can be done independently of other co-workers.
- I can participate in some way in all critical meetings and training opportunities while on a compressed workweek.
- I am comfortable making independent decisions.
- I can concentrate and stay focused for long periods of time without getting distracted or burning out.
- I have enough stamina to work longer days in exchange for longer blocks of time-off.
- I consistently complete work assignments and meet deadlines without constant supervision.
- I understand that business needs may sometimes require my coming to work on a "day off" and I accept that fact.
- My communication skills are strong enough to keep my managers, co-workers and internal / external customers apprised of my schedule and work process where necessary.
- I am adaptable and flexible.
- I can maintain a high quality of service to customers on a compressed workweek.
- A co-worker is available and able to respond quickly to customer needs if I am off work that day, without any negative impact on his / her own job performance.