



TRUE Flexibility Quiz for Employers

This brief quiz (it's not scientific or comprehensive!) is intended to give you a quick gauge of where your company is with an important workplace issue – flexibility. For purposes of this quiz, we are using the term “**knowledge workers**” to refer to workers that are primarily in an office-type position as opposed to (for example) retail, manufacturing, teaching, or healthcare types of positions which are more defined by time and place of work. Circle the number for your answer and at the end, we'll tell you how to score.

- A. Which of the following statements best describes the degree of flexibility your knowledge workers have with their work schedule?
1. They mostly work a set morning to evening schedule Monday through Friday.
 2. They can vary their start and stop times, but should usually put in the expected minimum hours each day.
 3. They can pretty much work whatever schedule suits them and their work teams as long as they get their work done.
- B. Which of the following statements is closest to describing your organization's office culture?
1. Being seen at work (“face time”) is very important here – putting in long hours is a means by which people's work is judged.
 2. “Face time” is somewhat important here – while knowledge workers have some control over their schedule, most believe that being seen at work is important to career success.
 3. Most people have little or no concerns about when and where others are working. Our organization is more focused on what gets done, rather than where and when it's done.
- C. Which of the following comes closest to describing the degree to which your organization utilizes telecommuting for knowledge workers? (Here, “telecommuting” means working from home during business hours.)
1. People here rarely or never work from home.
 2. We have some workers who telecommute sometimes.
 3. Many of our workers feel free to telecommute whenever it suits them.
- D. Which of the following comes closest to describing your organization's use of part-time and job-share arrangements by knowledge workers?
1. We don't have knowledge workers in part-time or job-share arrangements.
 2. We have some part-time or job-share arrangements among our knowledge workers, but not at the management level.
 3. We have some part-time or job-share arrangements AND some of those are at a managerial level.
- E. Which statement best describes your organization's approach to “flexibility” and “work-life balance”?
1. They are viewed primarily as benefits for employees, and HR or hiring managers are primarily responsible for implementing/negotiating.
 2. Some decision makers in our organization see flexibility and work-life balance as important programs for attracting/retaining employees and reducing costs.
 3. Most or all of our leaders (not just HR) view flexibility and work-life balance as critical, sustainable strategies that benefit employees, the community and the bottom-line.

Scoring: The number next to the answer that you choose tells you how many points you get for your answer. Here's how to interpret your total point score:

- 7 points or less: Your organization has barely tapped into the numerous benefits that a truly flexible workplace can provide.
- 8 - 13 points: Your organization is embracing some aspects of workplace flexibility, but there are many more benefits to becoming truly flexible.
- 14 or more: Congratulations, your organization is a leader in developing a truly flexible workplace!