

DECIDING WHETHER JOBS ARE SUITABLE FOR FLEXIBLE WORKING – SAMPLE JOB SUITABILITY QUESTIONNAIRE

Employee details

Name

Date

Current post

Please tick if you are the:

Post holder

Manager

Employer

Job description

Please provide a summary in your own words of the main tasks and responsibilities of this job.

Managing others

1. Is the job holder managing other people? If so, how many?

1. None

2. One person

3. 2-4 people

4. 5 or more

5. More than 10

2. What percentage of the job holder's time is spent managing others apart from the rest of their workload?

1. None

2. 10%

3. 20%

4. 33%

5. Over 50%

Dependency on others

3. Who mainly controls the job holder's workload and priorities?

1. They do

2. The client

3. The supervisor/manager

4. Determined by production process

4. How frequently does the job holder need to liaise with manager/supervisor to report or for direction?			
1. Weekly or less		2. Several times a week	
3. Once a day		4. Continually throughout the day	
5. How frequently does the job holder need to liaise with colleagues?			
1. Weekly or less		2. Several times a week	
3. Once a day		4. Continually throughout the day	
Time management			
6. How much of the work needs immediate attention as opposed to long-term deadlines?			
1. Majority is longer-term		2. Approximately one-third is immediate	
3. About half is immediate		4. About three-quarters is immediate	
5. Majority is immediate			
7. Does the post need to be covered when the job holder is absent?			
1. No		2. Yes, if more than a week	
3. Yes, even after a few days		4. Yes, always would need to be covered	
8. Who would do the job holder's work in their absence?			
1. A colleague		2. The supervisor/manager	
3. No one or other (please state)			
Duplicated skills			
9. Are other people in the section doing a similar function to the job holder?			
1. Yes, lots of people doing the same job		2. Yes, a few people doing the same job	
3. Yes, a few people doing a similar job but with different clients and other tasks		4. Nobody has a similar job	
10. How much of the work in this job can be done by someone else?			
1. All	2. Most	3. Some	4. None
Workplace dependent			
11. Is the equipment needed to do this job only available in the workplace?			
1. No, rarely uses such equipment		2. Yes, sometimes uses the equipment	
3. Yes, often uses the equipment			

12. Does the job holder need access to files and other paperwork only held in the workplace?			
1. Rarely		2. Sometimes	
3. Often			
Confidentiality			
13. Is the work highly confidential/sensitive?			
1. No		2. Yes	
Workflow			
14. Does the job holder have control over the flow of their work?			
1. Yes, they have main control		2. Some control	
3. Minimum control		4. No control	
15. Is the job holder able to predict how busy they will be?			
1. Always, the workflow is generally consistent		2. Most of the time	
3. Sometimes		4. No, it varies a great deal	
16. Does the job holder know when peak periods in this job are going to happen?			
1. Always, busy periods are always at the same time		2. Usually	
3. Some of the time		4. Rarely, unpredictable	
17. When there is a peak period how long does it usually last?			
1. A few hours		2. A couple of days	
3. Up to a week		4. Several weeks or longer	
Availability			
18. Can the job holder be contacted by colleagues/manager when away from the workplace site?			
1. Usually	2. Sometimes	3. Rarely	4. Never
19. What percentage of the job holder's time is spent in meetings?			
1. Less than 10%		2. About a quarter	
3. About one-third		4. More than a half	
20. Does the nature of the work mean they sometimes will be unable to be contacted?			
1. Never	2. Rarely	3. Sometimes	4. Often

22. Is the work with the customer short or longer-term?	
1. Always longer-term	2. Mostly longer-term
3. Mostly shorter-term	4. Always shorter-term
23. Is the work undertaken for the same customers on a repeat business?	
1. No	2. Yes, occasionally
3. Yes, sometimes	4. Yes, usually
24. Is it important for the job holder to know the customers well?	
1. Not essential	2. Sometimes
3. Definitely	
25. Does most of the communication with customers take place:	
1. Mostly in writing	2. Both in writing and verbally

Summary grid: Job suitability questionnaire

Question	Job Specification	Score					Comments/Action
		1	2	3	4	5	
1	Managing Others						
2							
3	Dependency on others						
4							
5							
6	Time management						
7							
8							
9	Duplicated skills						
10							
11	Workplace dependent						
12							
13	Confidentiality						
14	Workflow						
15							
16							
17							
18	Availability						
19							
20							
21	Customer relations						
22							
23							
24							
25							