

WORKPLACE FLEXIBILITY SCORECARD

Many companies have had a lot of success implementing flexible arrangements in the workplace. For some companies with employees who experience flexibility, turnover has declined and employee engagement has increased. Retaining employees who are happy and productive is not only good for employee morale, but also for your bottom line. Use this scorecard to evaluate how flexible your organization is.

Instructions: Begin by answering the questions below. Each response will be given a numerical value depending on the answer. After completing the questions, total your score using the scale at the bottom of the page.

Yes: 1 points | **No:** 0 points | **Unsure:** 0 points

QUESTIONS	YES	NO	UNSURE	SCORE
1. Do you want to offer a flexible workplace to your workforce?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do you offer a flextime policy that aligns with your company's goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do you offer a telecommuting policy that aligns with your company's goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Do you offer an unlimited PTO policy that aligns with industry standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Do you have an alternate scheduling policy that aligns with your company's goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Do you offer resources or programs to full- or part-time employees who are also caregivers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Do you communicate your flexible scheduling options to your employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Does your culture support workplace flexibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL SCORE				

Highly flexible. 6-8

Flexible. 3-6

Not flexible. 0-2

