

FWA Implementation Guide for Staff Members

Worksheet 3

Preparing for the initial meeting discussion

To help facilitate the conversation during your one-on-one meeting, the supervisor may use the questions below as a guide when responding to your FWA request.

Your responses may help the supervisor make an informed decision to determine if the FWA request will be a successful experience for both yourself and for the Department/Office.

To help prepare you for the conversation with your supervisor, please look at the questions below.

Pre-Implementation

1. What FWA option are you requesting?
2. What are your current work responsibilities?
3. What is the proposed duration of the FWA?
4. Does your past performance history suggest that an FWA will be successful for all involved?

Nature of Work

1. How will your job responsibilities and work output be maintained?
2. Does the nature of your work require you to collaborate with other staff members?
3. If yes, can the team provide coverage for functions handled during your absence?
4. Can you perform your job duties/responsibilities without frequent supervision?

Communication

1. How will you ensure business continuity in communicating with your colleagues and clients while on your FWA schedule?
2. What is the best way to maintain frequent communication about the status of your work?

Review

1. What is the best way to properly monitor your work output?
2. How much notice is required by either party if the FWA agreement needs to be modified or ended?



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