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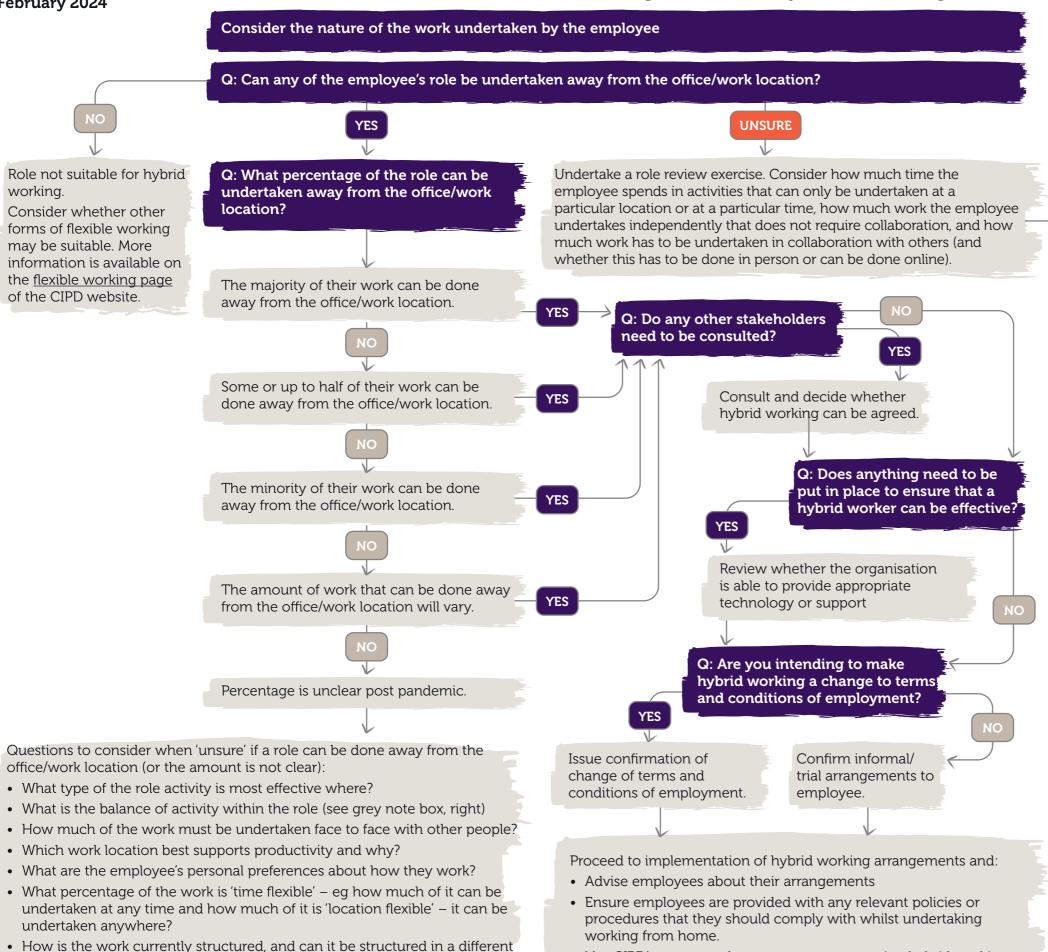
way to support remote working?

How much supervision or support does the role require?

## Assessing a role for hybrid working

• Use CIPD's resources for managers on managing hybrid working.

CIPD



Questions to consider when 'unsure' if a role can be done away from the office/work location (or the amount is not clear):

- What type of the role activity is most effective where?
- What is the balance of activity within the role (see grey note box below)
- How much of the work must be undertaken face to face with other people?
- Which work location best supports productivity and why?
- What are the employee's personal preferences about how they work?
- What percentage of the work is 'time flexible' e.g. how much of it can be undertaken at any time and how much of it is 'location flexible' it can be undertaken anywhere?
- How is the work currently structured, and can it be structured in a different way to support remote working?
- How much supervision or support does the role require?

## Note

Jobs can be **time** flexible, **location** flexible, or a **mix** of both. Most jobs are typically comprised of several types of activity which influence the type of flexibility that can be undertaken. The balance of these activities can help you to consider whether a role can be hybrid and how much remote work can be undertaken:

- Activities that are undertaken with other people, at the same time and at the same place. Such roles may not permit hybrid working, or only a minority of time spent working remotely.
- Activities that are undertaken with other people at the same time, but this can be in person or remote. Such roles may be able to undertake some hybrid or remote working.
- Activities that are largely independent and can be undertaken anywhere or at any time. These roles may permit a significant amount of remote working.