



FLEX Assessment

Identifying that a job role can be carried out with flexibility in working location and/or working hours can significantly increase the quantity and quality of applicants. Every job description can be assessed against the following FLEX criteria to determine the degree of flexibility that is appropriate for the role:

What are the fixed number of working hours?

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Total Hours each week or month	

When does the role need to be carried out in the organisation's office?

Monday	<i>state either specific times or number of hours</i>
Tuesday	<i>state either specific times or number of hours</i>
Wednesday	<i>state either specific times or number of hours</i>
Thursday	<i>state either specific times or number of hours</i>
Friday	<i>state either specific times or number of hours</i>
Total Hours in Office each week or month	

Which other locations does the work need to be carried out at?

Other working sites (eg clients)	
Proximity to specified locations (eg office)	
Other parameters	

Contract type:

Indefinite employment contract	
Fixed term employment contract	<i>state length of contract</i>
Hourly/daily rate temporary contract	<i>state length of contract</i>

Pay and benefits:

Will the salary be calculated pro rata if the role is part time?	
Which other employment benefits are provided if the role is part time?	
Any additional benefits if the work is carried out remotely (eg. Internet costs, office equipment)	