

HYBRID WORKING:

A CHECKLIST FOR EMPLOYERS

This Checklist is intended to help you as an organisation consider and evaluate your approach to hybrid working.

This is a very comprehensive list (a gold standard in fact) for doing hybrid well, but it can be useful to help you assess where to put your energy most appropriately.

Once reviewed you are provided with some organisations and links to help you on this journey.



Hybrid working checklist

Culture and philosophy	Scale 1-5	YOUR NOTES
<ul style="list-style-type: none"><li data-bbox="150 618 999 651">• We are committed to making hybrid working work!<li data-bbox="150 725 1046 804">• We have considered where our organisation sits on an office/remote continuum<li data-bbox="150 878 1010 911">• We have consciously thought about co-located time<li data-bbox="150 985 983 1064">• We have considered whether hybrid is optional or mandatory for employees (business units/depts)<li data-bbox="150 1137 986 1261">• We have thought through max/min number of remote/office days and decided whether or not to specify/guide<li data-bbox="150 1335 1094 1413">• We have embraced all forms of hybrid/flexible working in our approach<li data-bbox="150 1487 1129 1565">• We have been conscious about inclusion in our approach to hybrid<li data-bbox="150 1639 1139 1718">• We are aware of stigma and bias that can be linked to hybrid working and are prepared to challenge examples of it<li data-bbox="150 1792 1046 1915">• We recognise the benefits of enhanced wellbeing that hybrid can bring (and also considered the wellbeing challenges)<li data-bbox="150 1989 1019 2022">• We have an environment of trust in our organisation<li data-bbox="150 2096 1126 2175">• We ensure that there are clear hybrid role models at senior level		



Hybrid working checklist

Scale
1-5

YOUR NOTES

Leadership policy and plan

- We have considered whether hybrid working is open to all/all roles
- We believe that flexible/hybrid working should be available from Day 1
- We have considered at what level of management hybrid working is going to be defined
- We have developed clear principles for hybrid working
- We have a clear policy (approach) to hybrid
- We ensure our managers proactively design work with hybrid approaches in mind
- We have a clear approach to meetings at all levels in the organisation
- We have reviewed our Performance Management approach and systems to ensure it is **outcomes based**
- We have good data (across different criteria) pre-hybrid and during hybrid to monitor and evaluate the change



Hybrid working checklist

Scale
1-5

YOUR NOTES

Communication

- We have agreed our communications strategy around hybrid
- We have decided how we wish to involve and consult staff
- We have communicated, communicated, communicated with lots of feedback from employees
- We have been clear in our communications about hybrid
- We require that Hybrid Working and its on-going review is a standing item on Leadership Team agendas (like Talent and Finance)
- We have included hybrid in our Induction and Resource Planning (hiring) processes
- We require all job adverts specify which types of flexible working are available



Hybrid working checklist

Scale
1-5

YOUR NOTES

IT, equipment and continuous improvement

- We have a hybrid approach that is supported by appropriate IT/technology/equipment
- We have considered all the Health and Safety implications of hybrid working both office/site-based and remote/home based
- We have regular training for leaders, managers and employees to ensure effective hybrid working
- We share best practice, Case studies on what makes hybrid working work
- We have forums and processes for regular review and analysis of our hybrid approach and plans
- We share good practice with others outside our organisation

(Space for your own additions)

Further information and support

- Further help on www.timewise.co.uk
- UK Flexible Jobs Index [UK Flexible Jobs Index -Timewise - Flexible Working Specialists](#)
- CIPD Flex Working info [Information on Flexible Working | CIPD](#)
- Open to flexible hiring? [New Job By Email | Timewise Jobs](#)

Contact Timewise on **0207 633 4444**



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