

**THE UNIVERSITY OF AKRON**  
**APPROVED FLEXIBLE WORK ARRANGEMENT PERFORMANCE MANAGEMENT TOOL**

In addition to mid-year and annual performance reviews, the employee and first-level supervisor will meet to review performance and make such modifications to this Agreement as are necessary to meet the department's or University's business needs.

<b>AGREED TO ARRANGEMENT</b>	<b>DETAILS</b>	<b>AGREED TO DATES</b>
<b>We will meet every (designated period of time) to discuss how this arrangement is going and to make adjustments as needed.</b>		
<b>Arrangement review and/or renewal</b>		
<b>What is working well:</b>  		
<b>What should change to improve/enhance:</b>  		
<b>Will this arrangement continue?    Yes    No</b>		
<b>If yes, why:</b>  	<b>If no, why not:</b>  	
<b>Identify goals and objectives to be met by next check-in</b>		

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

First-Level Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Maintain a copy of this agreement for your records.