— GUIDE

Landing A Remote Job

BY THE FOLKS AT WE WORK REMOTELY

WWR WE WORK REMOTELY

Contents

Welcome!

We're excited to have you here and help you find the remote job of your dreams.

Purpose of this guide

This guide provides you with practical steps and exercises to help you move forward in your job search and overall remote work career.

Here's how to use this guide:

To make the most of your experience, follow the step-by-step actions and complete the exercise prompts before heading to the next section. Keep an eye out for downloadables such as templates and other resources.

At the back of this guide, you'll also find our Remote Work Dictionary. Feel free to check it out to brush up on your remote working language.

The WWR Learning Portal

The WWR Learning Portal is a free resource that's designed to help you land a remote job and grow in your dream remote career. You may be job hunting remotely, but that doesn't mean you have to do it alone.

If you haven't already done so, head back to your Account Dashboard, and:

- Sign up for upcoming AMAs and Webinars
- Join the WWR Slack group
- Access Membership deals
- Access templates, exercises and other resources

Job Search Prep

Job Search Prep

The chance to work from home and ditch the commute means almost everyone wants a remote job — if they can find one.

You'll want to be ready when you see an open position that piques your interest. So here's an outline of what you need to do before we get into the nitty gritty details.

1. Pause, Breathe + Get Clarity

2. Level Up Your Digital Presence

3. Tailor Your Resume and Cover Letter For the Position You're Applying For

4. Know Where to Look for Remote Jobs

5. Establish a Schedule and Routine

01
Pause, Breathe + Get Clarity

Before you begin browsing, a little self-introspection is needed. It may be tempting to begin mass applying for all of the remote jobs in your field because you're in panic mode. We get it! We've all been there. It may seem counter-productive, but taking this moment to pause before you act will help you out in the long run. Plus, you want to be as intentional in your search as possible. The exercises below will help you with that.

Writing exercise: Get clear on how you work best

Grab a notebook or open up your notebook app (or **use our handy template**) and write down:

1. What your ideal day looks like
Based on your unique circumstances, what would your ideal day look like? What time would you wake up? Would you start your day out with some exercise? Would you carve out time to write your book? What time would you start working? Would you pair your lunch break with an afternoon walk? After work, what would you do? What time would you make dinner at and what evening activities would you do before hitting the sack? You get the idea. Write down your ideal day.

Purpose: This will help you determine your remote working routine, which will help you be prepared in your application process and interviews (and your future remote job!).

2. Things you like doing the most
This list is consists of what you actually enjoy doing, not what you're good at. That's an important distinction to make. For example, you may be good with people, but you love writing promotional copy. Therefore, a copywriter position may be more suited for you versus a customer service role. Don't worry about the position for now, just focus on the types of tasks you enjoy doing and want to do more of.

3. Things you dislike doing the most
We'll be real. In any position - even if it's the job of your dreams - there will be those

times when you'll have to push through some tasks that aren't that enjoyable. But that being said, your ideal job should overall feel fulfilling and aren't centred around tasks that ultimately drain you.

Purpose: Job titles don't always encompass the types of tasks that will need to be fulfilled. Identifying what you like and don't doing will make it easier to sift through job listings that match more of what you actually want to do in a job.

4. Top 3 Dream Company Components
Write down what's important to you when working at a company and highlight the Top 3. Examples: transparent, opportunities to grow, pays market salary or more, clear communicators, etc.

Purpose: Knowing your standards aligns you with your own values and your future company's.

5. Top 3 Deal Breakers
Write down what would make you walk away from a job offer. This list might include things you experienced at previous jobs that you want to avoid or be elements of a work environment where you know won't support your overall success. Examples: Promoting a product I don't believe in, micromanagement, unclear expectations, poor communication and leadership, etc. Do the same thing and highlight the top 3.

Purpose: Your dream job may not include everything on your list, but if it at least meets your top 3, it'll be easier to make decisions either way. Having these lists will also help shape your questions to the hiring manager in the interview. After all, you're interviewing them as much as they are interviewing you. It's about finding a good match for both you and the company.

6. Specific hours you're able to work
What are your ideal office hours? For the most part, as a (future) remote worker, you have the freedom to decide! Note that many job listings have regional restrictions that cite either the locations or time zones for where they are looking for their next hire.

Purpose: Writing your ideal office hours and time zones you can work in will make your job search more efficient.

Aaaand, break!
Now that you're clear on your personal remote working style, let's move on to defining who you are as a remote worker. But before we do, seriously, take a break! You've been working really hard :-)

Prepare for the Competition

Landing a remote job can be much more of a challenge than getting hired for a traditional 9–5; candidates are required to show off more of their personality instead of being able to blend into the workforce.

Remote employers are looking for different skill sets than those in more conventional roles. So you'll need to display signs you're:

Honest and trustworthy because no one will be watching to see if you're actually working from your hammock.

Disciplined, focused, and organized to manage your workload without a supervisor micromanaging your activities.

Independent, self-sufficient, and proactive because sometimes you can't wait around for your coworkers or teammates to pick up your slack.

A strong writer. This may seem obvious, but you may be surprised how many remote candidates forget that most communication is happening over chat. Remote workers need to successfully convey their ideas and thoughts email and chat.

A strong communicator. There's a certain level of maturity that's required in remote environments. Remote workers get the nuances of communication, understanding that certain conversations are best for "in-person" aka video and phone. Add more context to remote setting. Body language, going out of your way to check-in. Assume the best.

Emotionally intelligence and self-aware. Remote work isn't for the faint of the heart. It's a challenge (worth having). It takes emotional IQ to work through common communication struggles and self-awareness to understand the dynamics of an office without having a physical space for feedback.

Passionate about your area of expertise. Someone really interested in their work will always produce quality, excite their teammates, and give 110% to their job.

An interesting person. With the opportunity to hire candidates from all over the world, remote employers have the chance to find genuinely interesting people who don't necessarily fit the "corporate" mold. So show your quirks and you'll have a higher chance of landing an interview.

What are yours?

Writing exercise: Get clear on who you are as a remote worker and what your strengths are

This will help you pair them with the companies that need those exact skills when it comes to updating your resume.

[Download Template](#)

Highlight your own strengths as a remote employee
If your list looks pretty close to the one above, include concrete examples from previous jobs or contracts that showcase this.

If you haven't previously worked remotely, you can still include times in previous positions where you displayed self-sufficiency, or examples why you can be trusted to do you work. Be honest with yourself about your own skills.

Remote work isn't like other jobs -- you'll learn about ways you want to work. Be prepared to disrupt assumptions and keep an open mind throughout your job search process (and your remote work career).

Getting completely clear on your strengths as a remote worker is an ongoing process and you won't always get it right or right away. But with practice and an open mind, you'll become a better remote worker with time.

02

Level Up Your Digital Presence

Create a Personal Marketing Website (Or At Least Have a Digital Portfolio to Show Off)

Your cover letter and resume are necessary for hiring managers, but your digital presence, or portfolio, is what's really going to help you get noticed in a crowded market.

Creating your own website or portfolio allows you to tell your story the way you want to. Employers can browse through your site and get a sense of your personality, writing style, aesthetic, and more.

It doesn't cost much to create a personal website to market yourself to potential remote employers (or future networking contacts). Sites like **Webflow**, **WordPress**, **Wix**, and **Squarespace** help you design professional websites even if you lack coding experience.

Mention specific project details — including your role and how you handled the situation, along with the outcome.

Even if the end result wasn't so great, you can still mention what you learned and how you'd handle things differently next time.

Don't get discouraged or overwhelmed by making this portfolio perfect. Just getting the information out there may be enough to show employers you've put in the effort before and you'll do it again.

If you don't want to spring for a website, you can always create a portfolio of your achievements and make it available for download on your LinkedIn page or other social media platforms.

Having one ready to go also makes it easy when you're asked for one to complete an application. A portfolio of your best work is the perfect complement to your resume

and cover letter. Plus, by creating this visual representation of your experience, hiring managers will be more drawn to your application.

Be sure to check out **Dribbble's blog** for more tips on how to best design your portfolio.

Update your Social Media Profiles

Update your LinkedIn profile and let recruiters know you're open to opportunities. Create a post on Instagram, Twitter, and Facebook, and let the world know you're looking for a job. Here's where you can link to your portfolio/website!

Exercise:

Pull up an Incognito tab and Google yourself. What comes up? Recruiters and hiring managers will Google you. Are there any embarrassing photos or old blog posts that you forgot to delete? If you don't want the public to see your social media posts, tighten up your security settings and move your accounts to private. Make sure your online presence is professional and clean! If you're looking to get a pulse-back or want to swap ideas, don't forget to reach out to other members in the Slack community.

03
Tailor Your Resume & Cover Letter For the Position You're Applying For

Update Your Resume and Cover Letter to Reflect What Remote Employers Are Looking For

Remote work or not, you should always tailor your resume and cover letter to show employers you're the one for the job.

Tired of applying for remote jobs and never hearing back?

Bad news: There's a good chance your resume and cover letter are to blame.

Good news?

You'll be able to fix your resume and cover letter with the help of this guide and turn around your bad luck ASAP.

Here's how to tailor your application so you can land the remote job you've been eying in just five simple steps.

But before you get to all the editing, you have to begin with careful reading.

Step 1: Spend Time Understanding the Company

Research the heck out of company! Go through each page on their website to read and check out their content. What's the company's history? Can you see who else is on their team? If you can, are there short bios or links to learn more? A new startup may not have all these built out yet. But every company should provide enough substance here to give you a better idea of their mission.

Next, look into their social media presence. Social media pages are ideal for checking out a company's online legitimacy and seeing how employees interact with their customers and other businesses.

Not all remote companies operate in the same way. You'll want get a sense of their culture and make sure you both align. Don't forget! Hiring is a two-way street -- the company is lucky to have you as well. You're assessing their fit for you as much as they are assessing your fit for them.

Step 2: Spend Time Understanding the Job Description

Finding a job can be a tedious process, especially when you're on the hunt for a remote one. But that doesn't always have to be the case.

When you follow a specific process, you can quickly weed out positions that don't work instead of wasting time applying to hundreds of remote job postings you're not that into.

Many candidates are so eager to find a position that sort of works that they blow through the specific requirements and only find out later during the interview process that the job isn't really the best fit.

Rather than wasting your time and your interviewer's, slow down and completely read each and every job description.

This may mean re-reading the job description and company's 'About Us' and 'Career' pages at least half a dozen times to truly understand who your future remote employer is and what they're looking for.

While it seems like just another added step, it also works well for another reason: you can (and should) use the information in these descriptions to craft the perfect resume and cover letter to match.

This is one of the best steps to ensure a hiring manager or recruiter calls you first out of the stack of applicants they receive. It also helps your resume pass the automatic parsing round.

So many candidates fail to do this and then never receive a call for an interview. Know that 90-95% of remote hiring managers use an Applicant Tracking System (such as Greenhouse or Bamboo HR, etc.) to sort through the hundreds of applications they receive.

To remedy this situation, pull out the following key pieces of information from each job description:

#1: A list of the top qualities the employer is looking for in their job ad
You may see phrases like "excellent verbal and written communication skills" or "detail-oriented" and "organized" sprinkled throughout the posting.

Pull these specific traits out and we'll come back to them shortly.

#2: The tools you need to be proficient in or have working knowledge of
Did the ad mention Photoshop or the Adobe suite of tools? Or do they need their potential candidates to know how to use remote project management tools like Trello and Basecamp?

Jot down all the tools or software mentioned in the posting and add a dash that includes your skill level as it relates to them.

When it comes time to put everything together, you'll be able to quickly highlight your strengths here.

#3. The ad's instructions
If you fail to follow the quirks and instructions in certain job postings, you'll get weeded out before your resume is even glanced at for something as silly as not adding the word "panda" to your subject line. Here's an example:

> **You Will Be Good At This If**
> - You consider yourself to be a good copywriter (English language).
> - You genuinely pay attention to detail (how you apply will tell us this immediately).
> - Innovative ways to capture the attention of prospects with outbound sales excite you and you actively seek them out (how you apply will also tell us this immediately).

These seemingly arbitrary measures are there for a reason; it's an easy way for employers to find out which candidates will pay attention and follow instructions as an employee.

Before moving on to the next step, write down specifics like these to make sure you're following the ad's instructions to the letter.

All these notes make the best starting point for building your resume.

Step 3: Tailor Your Resume to Highlight Your Remote Skills

You may not need to completely rewrite your existing resume but you'll probably need to make a few adjustments to highlight the skills you uncovered in Step #2, #1.

So think about the top traits recruiters and hiring managers are looking for in a remote position (hint: these are usually mentioned early in the ad or they're repeated more than once).

Present these traits in a manner that will also showcase your value to your company. Rather than focusing on your job duties (ex. "organized our digital filing system"), include your stats, impacts, and achievements (ex. implemented a new organizational system which increased the team's efficiency by 30%.")

Now make sure these are front and center on both your resume and cover letter. Consider adding a bulleted list to the first part of your resume so potential employers see these first and foremost.

Keep in mind, you should never include skills you don't have experience in just because you discovered that's what the job posting is looking for.

Do this and you'll once again waste your time and the hiring manager's.

Step 4: Highlight the Specific Tools You Have Proficiency In

Since it's harder to train employees who work remotely, candidates who already have experience working with remote platforms are going to be considered over those who don't.

So if you have proficiency in working with remote tools, it's smart to highlight the specific ones you've used to show you don't need much training.

While each potential employer may use a different tool, they'll appreciate your experience using something similar, which can still help you stand out.

On top of mentioning your proficiency, you'll also want to showcase your past performance.

Step 5: Craft the Perfect Cover Letter

Before potential employers even check out your portfolio or resume, they're going to read your cover letter first.

This is where you have to tie everything you've done so far together to briefly explain why you're the perfect fit for the position.

It's also where you can display your written communication skills and show you can think through situations with ease.

Your cover letter should be short and sweet and get right to the meat of your important facts early on.

When it comes to content, think about the absolute best highlights only and use your cover letter time wisely to showcase these.

Here's how your cover letter should flow:

1. Introduce where you found the position and mention the specific job you're applying for.
2. Jump right into making the connection between your past experience and this new role.
3. Weave in the skills and your proficiency in job-specific tools you wrote down earlier.

Sum up all this information in three to five small paragraphs instead of one big chunky letter.

Remember, your cover letter is the gatekeeper: if it doesn't pique a hiring manager's

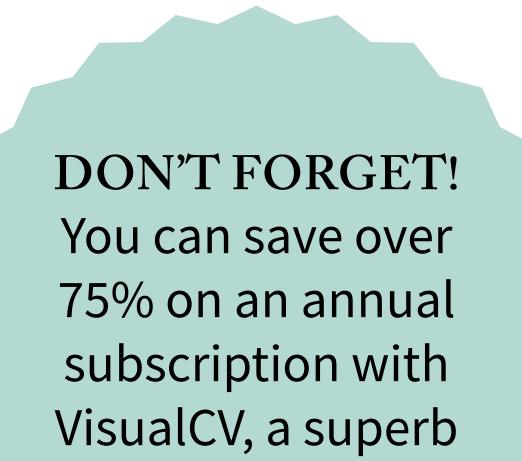interest, they may never make it to your resume or portfolio.

So figure out the most important trait or quality a hiring manager for each position would want to see and make sure to point this out as it relates to your experience. Do this and you'll make it to the next round where your resume and portfolio will tell more of your story.

If these are on point, you should receive a call for an interview shortly thereafter (fingers crossed!).

Exercise: Download our templates

We've put together some templates for you to make a copy of and customize. Now that you know how to tailor your resume and cover letter for a remote position, it's time to create/update your own!

Access Our Templates Here

DON'T FORGET!
You can save over 75% on an annual subscription with VisualCV, a superb resume builder

GET DISCOUNT

04
Know Where To Look
For Remote Jobs

Browse the Best Job Boards

Major job boards like LinkedIn, Monster, and Indeed aren't focused on remote jobs. You'll be wasting time weeding through hundreds of in-office positions just to find the one or two remote jobs on there. Work at home jobs found on Craigslist and Facebook are no better; they're more likely to be total scams.

That's why you need to get in the habit of browsing employment sites just for remote work opportunities. Sites like We Work Remotely not only connect you with established companies and new startups but also with a large community of remote workers -- in fact, we're the largest remote community in the world! We've been promoting jobs in Programming, Customer Support, Marketing, Sales, Contract work, and a whole lot more since 2013. Plus, it's free for job seekers to use!

Exercise: Get curated job listings sent to your inbox

Receive job listings as soon as they get posted on WWR's job board so that you can be the first one to get your application through the proverbial door.

Sign up on the Dashboard

Apply to positions that match your skills

Rather than "blind-applying" to 100+ jobs, be intentional with your search. Refer to the lists you created of your ideal remote work environment and your strengths. You won't regret it because you'll be saving yourself time and will get hired faster in the long-run.

Read job postings carefully

98% of job applicants get eliminated at the initial resume screening phase. And that means only the top 2% of candidates move on for an interview.

One of the biggest reasons for this bummer is because most candidates don't take the time to follow the job posting's instructions for applying or to decode remote job keywords.

When you literally copy and paste the keywords used in the job ad -- which explicitly state what the company is looking for -- it shows hiring managers, decision-makers, and resume parsing software you have what it takes.

You should always have an updated resume on hand so you only have to make minor tweaks when you want to send one out to companies you're interested in.

Use the right keywords when searching

Companies use different words to describe the remote workers they're hiring.

So one smart trick is to use your normal job title for the search (such as Engineer or Marketer) and then add a remote keyword, such as:
> Remote
> Virtual
> Telecommute
> Work from home / work-at-home
> Completely distributed or 100% distributed

Decoding The Secret Language of Remote Job Descriptions

All remote job descriptions are not written equally.

While job post jargon may be intended to weed out unqualified candidates, it should also help you weed out positions you ultimately won't like.
But you can't do that without first decoding the language used in each and every job ad.

Read between the lines of these common job ad words and learn how to tailor your

resume and cover letter to impress hiring managers and ATS resume robots:

Experience
Unlike fudging your work history on your resume and hoping you'll learn the rest on the job, companies looking for remote employees are serious about experience.

Since there's usually less on-the-job training with a remote position, you'll need to demonstrate your proficiency working with the specific applications or software mentioned in the ad.

To show you'll be quick to onboard and mesh with the team, highlight your experience by sharing:
• A link to your portfolio where your applicable skills will be on display
• Project achievements demonstrating your experience
• Awards and certifications related to your skills

If you don't have a specific skill set reel, you may want to demonstrate how you're more of a Swiss army knife.

Multitasker; Multitasking
See this keyword and it says employees must be comfortable completing all sorts of work as the company needs it, regardless of whether it's a big or small ask.

Since anything and everything is on the table, you may be juggling multiple projects or tasks at the same time, or sometimes feel unqualified or overqualified to tackle others.

If you add these keywords to your resume, you'll want to mention how you're always willing to help your current company or team achieve greatness using your many assets and abilities.
And that goes along with this next buzzword.

Team Player
No remote worker is an island.

Most are part of a larger remote workforce or stay connected to an office-based team throughout the day.

So employers specifically looking for team players may show a preference for overall

results rather than recognizing individual employees for their hard work.

This means you may have to help out your coworkers at the expense of not completing your own work, which could create added stress if it becomes a habit for your teammates to rely on you.

If you're truly happy being a cog in a well-functioning machine, convey your ability to brainstorm in a group setting and discuss prior collaborations that went well.

You'll also want to switch from "I" to "we" to describe your achievements in your resume and cover letter, as in:
• We earned the coveted 2018 Best In New Design award.
• Our last email campaign collaboration grossed over $60k in 7 days.
• Together we identified and fixed a security flaw before a potential data leak.

While team players are sought after, don't be surprised if most job ads also use these next words to describe the remote employees they're looking for.

Self-Starter; Able to Work Independently; Shows Initiative;
One of the best perks of working remotely is the autonomy. You're typically free to set your own schedule and complete your work when you're most productive.
But it also means remote workers must take the lead on their job duties and be expected to solve problems on their own without having someone hold their hand.
These phrases point out that you'll need to squeeze out every bit of your available resources before asking for help.

• So to nail this one, explain times when you:
• Were successful working independently
• Took a proactive approach and it paid off
• Discovered a solution with few resources or feedback
• Showed confidence and thought on your feet

Excelled in a leadership role
Word of caution: Ask a few follow up questions during your interview to make sure these buzzwords aren't hiding a lack of corporate leadership, internal direction, or accountability on your employer's end.

Ninja; Guru; Wizard; Jedi; Rock Star
While these keywords may give the impression of a hip work environment, they're just HR's way of placing pressure on new employees to do anything necessary to live up to their all-star titles.

If you're highly driven to succeed and hungry to prove your worth, you won't be phased by working long hours and weekends like a superhero whereas others would eventually burn out and retreat to their secret lairs.

So to prove your dedication, you'll need to show hiring managers you're not only excited about the position, but also knowledgeable about and committed to:
• The company itself
• Your market/niche
• Both the history of your industry and emerging trends

This next buzzword may seem like a win for you, but you'll have to dig deeper to know for sure.

Flexible; Flexibility
Flexibility in the remote job world has many meanings and could indicate your need to take on job duties outside of your role or being on call during unconventional hours. If you're envisioning a remote job where you can create your own hours, always remember the word flexible is more about you being flexible with the company's demands and less about the company bending to your needs.

Fast-Paced Environment; Agile; Works Well Under Pressure
If waiting around to solve problems bores you, a fast-paced remote work environment where you're constantly knocking out goals will ignite your productivity.

But these common phrases may also signal a company comfortable asking their employees to:

• Complete rushed, last-minute work
• Switch gears unexpectedly
• Clock in 10+ hours each day (and weekends!)

Meet multiple deadlines simultaneously
Even though you may not physically be in a high-pressure office as a remote employee,

this frantic pace can cross over to your remote work environment in the form of dozens of urgently marked emails and nonstop messages in Slack.

To show hiring managers you thrive under pressure, add a few examples of projects you managed well despite their last-minute updates and ever-changing demands.

How to Tell a Legitimate Remote Job from a Scam

Just like every positive has a negative, one downside to the rise of remote work is the increase in work from home job scams on big employment sites and small job boards alike.

To protect yourself from nefarious con artists and hackers, you have to know how to spot the fakes from the real telecommuting jobs out there. Take note of these warning signs before you proceed with that remote job ad:

#1. Extremely Unprofessional Job Posts
While you may come across a few fakes that are well-written, you can usually ID a phony job ad simply by reading it.

Since most scammers don't have the money to hire anyone with excellent written communication skills to create their listings, they'll be rife with errors any professional would catch.

Take note of glaring issues with:
Spelling
Grammar
Punctuation
Capitalization
Verb tense

Sometimes you don't even have to apply to a job ad to receive an offer in your inbox...

#2. You Never Contacted Them; They Reached Out to You
If you receive an email from anyone saying they saw your resume online and want to offer you a job immediately, be sketched out.

A scam like this is designed to inflate your ego, pique your interest, and catch you off-guard, especially if you've been job hunting for a while.

Of course, you're a catch, but any reasonable hiring manager or decision-maker would require an interview and a chat before offering you a real position, at the very least.

Don't let the amazing salary and little-to-no job duties of their offer entice you.

#3. A Crazy High Salary Despite a Super Vague Job Description
If you see a job ad promising a high salary but the details about how exactly you'll be earning that money aren't totally clear, move on to the next one.

A scammer will try to make their phony job sound real by using vague job descriptions and requirements literally any working adult would meet, such as being over 18 and a legal citizen.

Actual work at home job descriptions include loads of juicy details intended to weed out candidates who aren't the right fit, such as:
A real job title
Daily tasks you'll be expected to complete
Education or experience required
Personality traits or skills you need
Information about the company's history

They may also include a company email for correspondence.

#4. Replies or Offers from a Personal Email Account
Unless you're replying to a virtual personal assistant ad, listings should include a company email, not a personal email address. The same goes for all email responses to applications you've submitted.

At the bottom of these emails, you should find information about the company such as their physical address, phone number, and website in the signature.

Don't spot these details in the correspondence or job ad?
There's a good chance they don't exist.

Keep an ear out for all the excuses scammers will spout when you ask why they're using their personal email, such as:

The company servers are down
They've had crippling issues with spam or viruses
The business is too new to have their email set up yet

Here's a trick: Whenever you see an email address your gut says it is sketchy, copy and paste the whole thing into a search to see if other words like 'scam' or 'fraud' also pop up.

Do this immediately if you're asked for secure intel at any point during your back-and-forths.

#5. You're Asked for Confidential Information
Many fake job listings are created just to steal personal information from unsuspecting job seekers.

Some of these scammers will say that in order to proceed to the next step of the hiring process you'll need to have a credit score or background check.

You'll then be directed to a website where you'll be prompted to enter all your personal info.

But instead of that information being encrypted and sent off to a trustworthy site, it will get funneled right to the hackers or posted on the dark web.

So turn back if anyone asks for personal information such as your:
Social security number
Driver's license number
Credit card information
Bank account information
Other identifying personal information

Another way scammers con people is by using fake job application pages.

Candidates will receive an email telling them to complete the next step of their job application online. The link takes them to a site where visitors fill out everything

someone needs to steal their identity.

Both the email and website will look totally convincing and have company logos and a professional-seeming address close to the real thing. But it's all a lie.

And don't be fooled if you're told you'll be reimbursed for so-called onboarding expenses either.

#6. You Have to Pay for Anything
Another hallmark move used by scammers is telling applicants they need to purchase a prepaid debit card to send to the company or wire a money transfer to pay for necessary components of the hiring process.

So you may be asked to pay for:
A background check
A credit report
Professional resume review
Programs or software you'll need to use to complete the job
A starter kit, which will include "everything you need to make money"
Training material or online courses, especially if you're told you can't get the job without taking the course (and paying for it)

You shouldn't have to invest any of your money to begin working for someone else.

The same warning alarms should sound for this final bad omen.

#7. Asking for a Direct Deposit Before Your Interview

Scammers will say their employees are paid via direct deposit from their company's banking institution and casually ask for your payment information.

You'll either be prompted for a blank check or sent to a bogus website where you'll be asked to enter your banking numbers before your scheduled interview.

Obviously that interview never happens; the hiring rep mysteriously starts ghosting you and your bank issues a fraud alert on your account.

Great.

But despite all this bad news, not all remote jobs are scams.

A legitimate one you're excited about could be the best career move you'll ever make.

So, be sure to research the bananas out of the remote company, check reviews and ratings, and use remote job boards, like **We Work Remotely**!
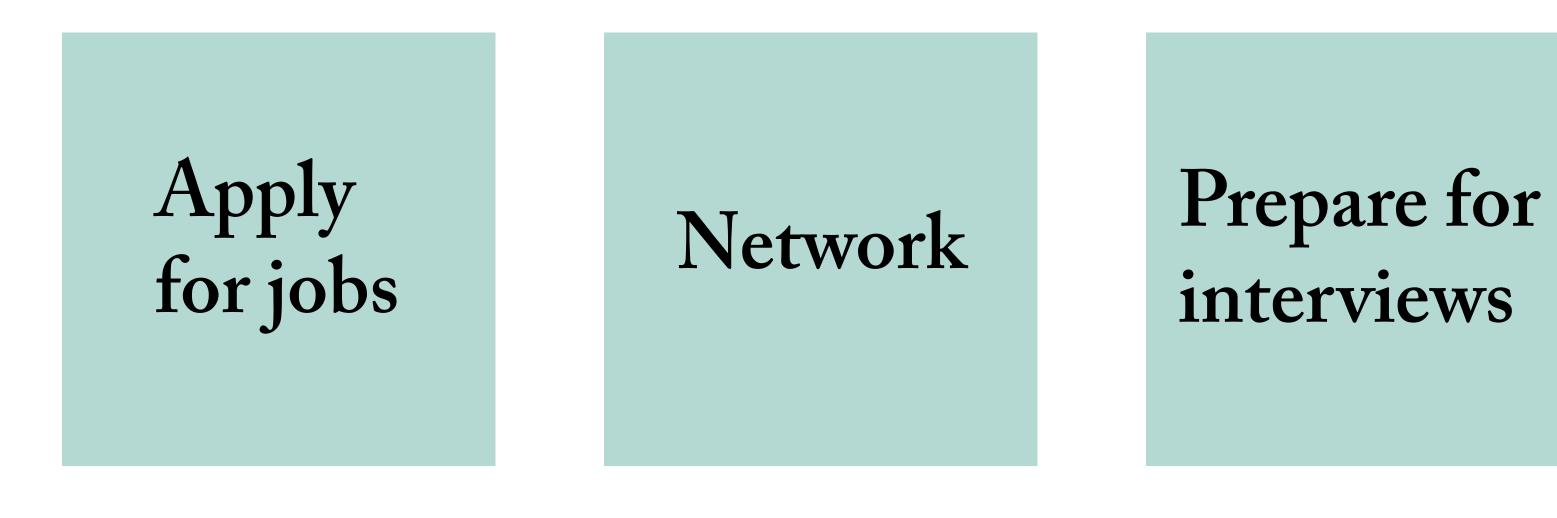
05
Establish a Schedule & Routine

Now that you have a clear vision of what you're looking for and have a fresh CV to flaunt, now's the time to organize how you want to spend your day.

Job hunting can feel like a full-time job. It can be hard and challenging, and can lead to depression, overwhelm or burnout. Take care during these precious times. Establishing a routine will help bring some focus balance, and structure to your day.

Breakdown your tasks
Your job search falls into these blocks:

Apply for jobs	Network	Prepare for interviews

Other blocks might include:

Learning	Side Projects

SHARPEN YOUR SKILLS!
Receive discounts with Codecademy, SkillShare, and Workplaceless.

GET DISCOUNT

Identifying these blocks will help you carve out your day and decide how long you want to spend on each block.

Carving out your day
As a remote worker, establishing a routine is necessary -- planning out your day as a job seeker is a great opportunity to put that to into practice!

One of our awesome community members, **Bricelyn Jones suggests**, "Take a break or

a few days off if you're feeling burned out and do something you enjoy (sometimes it's good to give your efforts time to marinate). Eliminate other areas of noise that cause stress (constant news updates, social media, emails/subscriptions that don't add value...etc.) Continually remind yourself and/or spend time with others who can remind you that you have value to offer and that it will eventually be recognized."

Here is how Bricelyn shapes her day:

6:30-8:30 am	Wake up, coffee, dog walk, think about my priorities and goals for the day, make breakfast
8:30-12:30	I'm most alert and focused in the morning, so I set aside this block for the most important items on my list. I usually briefly check the sites or slack channels I follow to see if any new jobs have been posted and respond to any important messages. Then the rest of the morning varies but could include a mix of completing a job application, updating my resume, working on my side projects, researching/preparing for interviews/calls, or reading/learning on a topic of interest
12:30-2:30 pm	I often give myself a longer lunch since I'm in between jobs and use it to exercise, run errands, and enjoy some time outside with my dog
2:30-5:30	I use the afternoon for networking outreach, responding to messages, wrapping up anything I didn't complete from the morning, and planning out the next day
5:30-9:30	I make sure to allow myself the evenings to hang out with my partner, meet a friend for dinner, read or watch something entertaining, go to an event, or exercise (rock climb, hike, trail run) if I didn't do it earlier in the day
9:30-10	Wind down and bed

Keep yourself accountable

Set weekly goals to keep yourself accountable. 1-2 should be plenty -- they can be as simple as "Reach out to three contacts this week," or "Send 5 tailored applications." Make sure these goals align with the blocks listed above. Be sure to share your goals and accomplishments with your family, friends, and other members in our community! Research shows that when you tell people your goals, you're more likely to stick with them.

Exercise: Create your job search plan

[Download Template Here](#)

Networking

Networking

What does Networking actually mean?

If you don't see yourself as a natural networker and find it hard to "put yourself out there," the first thing you can do is adjust your mindset and shift your perception of what networking is. Many see networking as a means to connect with someone in order to get a job. But networking is actually a point of connection that fulfills a certain curiosity.

So, through changing your approach from, "*I need to reach out to this person in order to get a job,*" to "*Wow, this person seems really interesting. I wonder how they got their position? I'm going to reach out and find out,*" helps relieves some of the pressure that can come along with the interaction. Networking can also mean leaving intentional comments on people's blog posts or social media posts/tweets!

The point of networking is to create a meaningful interaction derived from curiosity not to leech or use someone to get something (ie. a job).

Nurture your existing network
Reach out to old colleagues or friends and see if they know anyone who is hiring. Put the word out to your immediate circle.

Don't underestimate the power of LinkedIn and Twitter
> Follow people who you think are cool and interesting.
> Leave insightful comments.
> Share articles you resonate with, tag the author and include your key takeaways.

This might not be the direct reason why you get a job, but as you continue to post, more and more people will see and remember your name.

If you want to stand out of the competition, building your personal brand.

We Work Remotely Member Community

The WWR Member Community is a space for job seekers to check-in with each other and hold each other accountable. When you enter the remote work world, you'll notice that everyone mostly gets along and enjoys collaborating with each other. It's never too late to begin nurturing a connection.

Exercise: Build your network

Find 3-5 people on LinkedIn or Twitter that you think are interesting. Follow them. Leave a comment or reply to their tweet when it resonates.

Try doing this on a weekly basis!

Remote Interview Prep

Remote Interview Prep
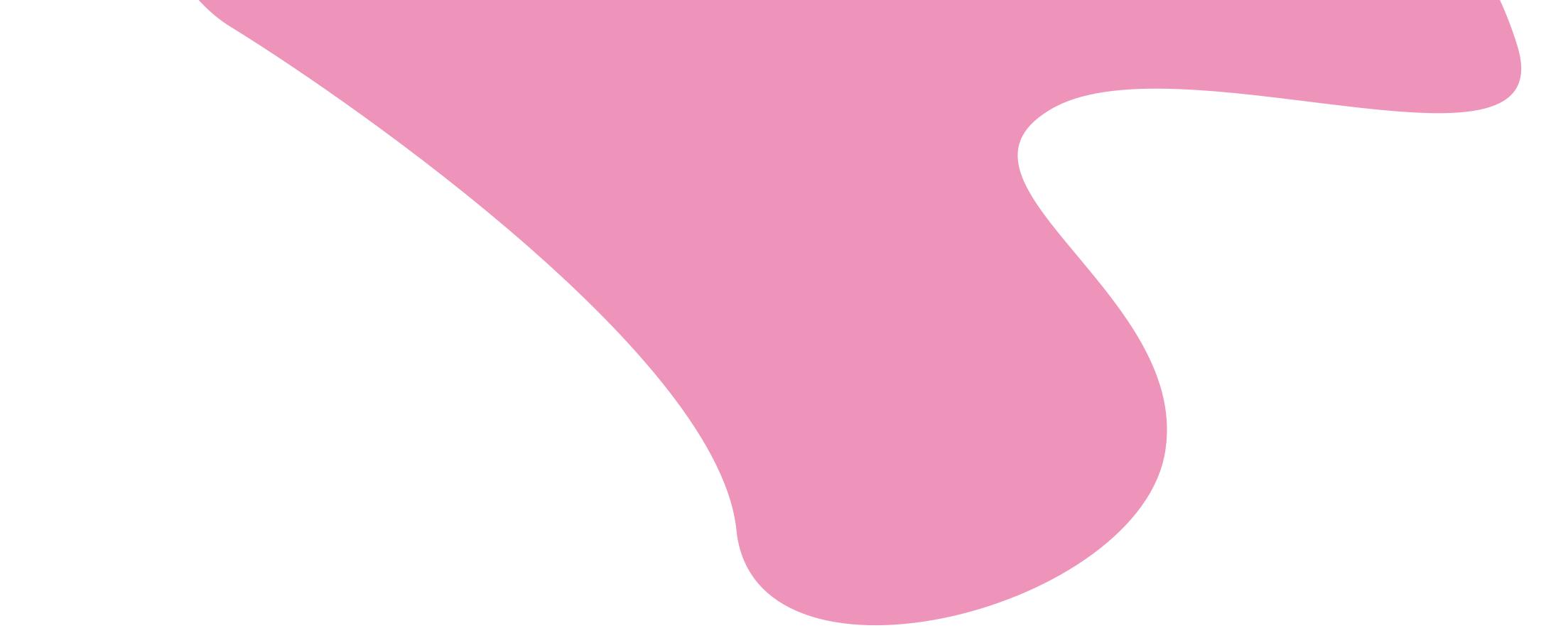
Interview Rounds: What to Expect

Typically, there's an average of four or five consecutive steps (depending on how many interview rounds you have) that collectively provide the information you need to rate a person against the score you created:

1. Screening interview

2. In-depth interview

3. Technical/skills task/project

4. Reference check

1. Screening Interview: Typical Remote Interview Questions

In the first interview, hiring managers are usually assessing your remote experience, communication skills, emotional intelligence, soft skills, and whether you're truly excited to work for your company.

On average, only 10-20% of candidates pass the screening interview. Get ahead of the game by preparing your answers ahead of time. The questions here are all remote-related. Don't forget to prepare answers specific to your role!

Why do you want to work remotely?

What were your biggest challenges you've faced when previously working remotely and what did you do to overcome them?

What distractions do you usually have? How do you ensure they don't interfere with the quality of your work?

What are your favorite productivity tools?

When do you prefer to work during the day?

What does work/life balance look like to you?

How do you stay motivated during the day without supervision? What would you do if you had an urgent question and your team was offline?

If you had to have a difficult conversation with a teammate or address a challenge, what would your process be? What medium would you use?

What is something you'd change about our business? Anything you'd do differently?

What's a project you created or collaborated on that you're most proud of?

2. In-depth Interview

This stage likely includes team member from the department you're applying in, a People Ops and/or HR manager. The step assesses how well you fit with the company.

Why do you want to work for our company? Why are those attributes important to you?

How would you describe the culture at previous companies you've worked at?

How do your personal goals or values align with our company values?

How do you like to be managed?

What does your perfect workday look like?

What is your communication style?

Describe your preferred relationship with coworkers.

What are you passionate about, outside of work?

Don't forget to interview back!

What are your company's remote work policies?

What does communication look like at your company?

How will I be evaluated in my role?

What does a successful remote worker look like to you?

What is the onboarding process?

Writing exercise: Answer these interview questions ahead of time

[Download Template Here](#)

3. Technical Exercise

Remote employers often create time constrained tasks or projects to test your skills from afar.

Depending on the role that you're applying for, this can look like coding exercises, sales decks, marketing plans, website, etc.

Depending on the scale of the task, employers may pay you for your time. Don't hesitate to ask if that's the case! Your time is valuable.

4. Reference Check

While many companies believe reference checks are outdated, many still use them to help move the needle from the 'considering' category to 'hired'.

The goal with reference checks is to gain clarity and ask focused questions that'll provide additional insight on whether you're the right fit for your company.

Exercise: Write down the contacts for the reference check

Think of 3-5 contacts and jot down their full name, title, company, email address and phone number. These can be previous managers, clients you have worked on contracts with, etc. Don't forget to ask for their permission or give them a heads up!

Preparing Your Interview Space

Now that you've prepared your answers, it's time to prepare your space!

Here's what to do before your video interview.

Location
☐ Choose a distraction-free spot that's well lit.
☐ Set up your home office or work zone. Present yourself as the true professional that you are!
☐ Pick your background. A neutral colored wall free of clutter is less distracting for everyone. If a solid wall isn't doable, scan your faraway background through the camera and remove any dirty dishes, hung laundry, etc.
☐ Make sure your light source is in front of you, not behind you.

Test your equipment
☐ WiFi connection: close all programs that could slow your connection down–do this ahead of time.
☐ Mic: if possible, use headphones with a mic.
☐ Video: prop your monitor or laptop up on a stand or stack of books so that the camera is set at eye level.
☐ Log in to the assigned interviewing platform ahead of time to avoid potential delays.

Additional prep
☐ Dress in professional but comfortable clothes. The right outfit can make you feel your best and encourage a positive first impression. Even if it's a phone interview, dress up anyway to put you in the correct mindset.
☐ Anticipate the little things. Set your phone and computer on DND or mute the sound. Make sure your TV is turned off, even if it's in a separate room. Don't forget to charge your device!
☐ Do you have your questions and notes ready? Have a notebook or loose leaf and pen handy to jot down points or questions that arise during the interview.

Interview Day: How to stand out

If you find yourself feeling nervous even though you're in the comfort of your home, don't worry, that's totally normal! Leading up to the interview, give yourself 20-30 minutes of spaciousness to mentally prepare.

Show that you're well-versed in who the company is and what the role is

You've already scoured the job listing and company website at least half a dozen times when preparing for your job application, now is your time to reiterate this verbally. Employers will relax when they can see you're someone who relates to the company's values, what the position entails, and can communicate this. This is your first step in building trust with them, showcasing that you're someone who can work independently and can be counted on.

Promote your strengths as a remote employee

Remember that list of strengths you created? Here's where you can expand on them and weave them through your interview questions. Don't forget to pull in keywords and points from the job listing too.

Honest and trustworthy
Disciplined, focused, and organized
Independent, self-sufficient, and proactive
Passionate about your area of expertise
An interesting person

A hundred of people may be qualified for the role, but there's only one you! Don't be afraid to be your unique self. Finding a job is hard and it's definitely not a cake walk. The member community is here for you -- please don't hesitate to reach out and share your experiences with others. Sending you best wishes on your search!

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Remote Work Dictionary

Agile: A project management method that divides tasks into short phases of work and frequent check-ins on progress. Mostly used in the context of tactile work, like software development.

Asynchronous Communication: When you send a message and don't expect an immediate response. For example, email, message boards, and forums. Often a main principal in remote-first organizations. (compare to: synchronous communication)

Cloud Work: Work where all communication, information, and files are shared and stored online.

Co-working: An arrangement in which several workers from different companies share an office space (or a co-working space), allowing cost savings and convenience through the use of common infrastructure, such as equipment, utilities, snacks, etc.

Digital Nomad: An employee or freelancer that independently travels while working remotely. (see also: remote workers)

Digital Workplace: The virtual correlation of a physical workplace.

Distributed: A group of employees that virtually work together. This could be an entire company, a department, or a project-based team. Typically, the company doesn't have a main office and all employees work remotely (see: remote first)

Flex Time: Short for "flexible time" – meaning that a person's work hours don't need to happen during a set, scheduled workday.

Freelance Work: A short-term work arrangement in which a company hires an independent contractor to temporarily complete a single task or role. (see also: freelancer)

Freelancer: A self-employed person who works as an independent contractor, usually for multiple companies, instead of as an employee for a single company. (see also: freelance work)

Future of Work: A popular catchphrase that's broadly used on a macro scale to discuss our ongoing relationship with work arrangements, technology, and procedures.

Gig Economy: Another popular term that encompasses how the modern labor market has progressed towards short-term contracts and freelance work vs. permanent jobs.

HQ: Short for headquarters, some companies still have physical head offices even of most of their team is remote. Some argue they aren't truly remote (remote-first). We don't disagree, but we believe there isn't one way to be remote!

Remote-First Company: Companies that embrace remote work as the default. Remote-first companies design processes, communication efforts, and tools to accommodate a distributed team, allowing all members to contribute and access information equally. Remote-first companies are helping create a new paradigm of work, shifting the outlook and cultural expectations of the way we work. For example, beyond supporting flexible working styles, remote-first companies empower their employees by not micro-managing, fostering a culture of trust, and working smarter (not necessarily harder or more).

Remote-Friendly Company: aka Hybrid Company. Remote-friendly companies often look closer to traditional office set-ups where work is centred around the headquarters or offices. Flexible work options like working from home a few times a week are offered however most of the company's processes, meetings, and tools are structured to fit the physical location.

Remote Hiring: Hiring people exclusively through virtual communication, without an in-person interview.

Remote Worker: Someone who works remotely and traveling may or not be involved. Either an independent contractor or employee of a company, a remote worker is not held back by commuting to an office. Many become remote workers because they have the freedom and flexibility to work how they see fit and introduce more work/life balance.

Scrum Meeting: A short meeting associated with agile management where team members efficiently answer three questions: What did I accomplish yesterday? What do I plan to accomplish today? Do I see any blocks that might prevent me from

accomplishing my goal? Often used with tactical teams.

Sprint: A short period of time where the entire team is entirely focused on a specific task or project.

Stand-up Meeting: A short team meeting that prioritizes progress updates. Can be held daily or weekly.

Synchronous Communication: Also referred to as "real time" communication. This type of communication requires participants to be present and focused. Examples include phone calls, conference calls, and video conferences.

Telecommute: An old school term from the 90s that basically just means a remote work arrangement. Before WiFi, there was the telephone modem. Employees would dial into the office network, hence, "commuting" over the "telephone." I know, right?

Work from Home: A work arrangement in which the employee primarily works from a home office instead of the company's central HQ office.

WWR

What's Next, you may be wondering?

Don't forget that your membership includes opportunities each month to learn and expand your skill set.

[Catch up on past webinars + Sign up for upcoming Events](#)

[Start a discussion in the WWR Slack Community](#)

[Don't forget to sign up to get Curated Job Alerts on the Dashboard](#)

Looking for something a bit extra?

Get extra help with some of our professional coaches:

Career Coaching
Take your job search to the next level by planning a 1-1 coaching session with our expert remote coach, Kate Smith.
[Learn More](#)

Resume Review
Remote work is competitive. Make sure you stand out from the crowd by planning a 1-1 coaching session with our resume expert, Kimmoy Matthews.
[Learn More](#)

LinkedIn Review
Take your job search to the next level by planning a 1-1 coaching session with our resident LinkedIn Expert, Mandy Fransz.
[Learn More](#)

Take advantage of the Discounts

Everything you need to get set up as a remote worker, exclusive to our members. Save over $200 by taking advantage of our member only discounts.

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