

A COMPLETE GUIDE TO HIRING REMOTE EMPLOYEES



FACTS & FIGURES

40% of people say that a flexible schedule would be the best perk of working remotely *(Buffer)*

74% of employees state that a remote work option would increase their chances of staying with a company *(Owl Labs)*

77% of remote employees report that they're more productive when working from home *(CoSo Cloud)*

16% of companies exclusively hire remote workers *(smallbizgenius)*

The number of home-based workers has increased by **140%** since 2005. *(smallbizgenius)*

4 ESSENTIAL SKILLS TO LOOK FOR IN A REMOTE WORKER

1 EAGERNESS AND SELF-MOTIVATION

Since working from home can come with a ton of distractions, a candidate that knows how to stay motivated and focused will always get the job done.



2 GREAT COMMUNICATOR

Proactive communication is vital to your team's success. A prospect with excellent communication skills will have an easier time adjusting to your department's dynamics and collaborating with others. Mastery of non-verbal and mediated communication is essential for remote workers.



3 EQUIPPED AND WELL-VERSED WITH REMOTE TOOLS

Working remotely requires a degree of proficiency with communication, productivity, and task management software and applications. A candidate who's well-versed with the necessary tools will be able to handle tasks seamlessly.



4 ORGANIZED AND CAN WORK WELL WITH MINIMAL SUPERVISION

Hiring an organized candidate who can work well with minimal supervision is ideal. Since you won't be able to oversee your team physically, employees must be strong-willed and goal-oriented enough to meet deadlines and expectations.



BEST PRACTICES TO HIRE REMOTE EMPLOYEES

1 ASK A RELEVANT SET OF INTERVIEW QUESTIONS

Asking the right questions will let you know your candidates at a deeper professional level. Inquiring about their remote working experiences and style of work can give you all the relevant information you need.

2 PROVIDE A TEST PROJECT

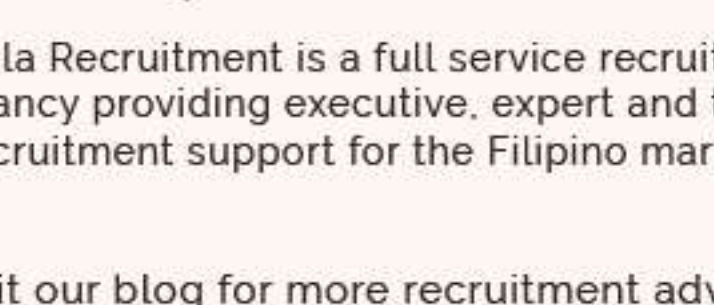
Providing a test project will give you an idea of a candidate's competency and efficiency. When a company's line of work is creative, asking your prospects to submit an output before having them on board will let you know if they have the skill level you are looking for.

3 ASSESS CULTURE AND COMPANY FIT THROUGH A VIDEO INTERVIEW

Aside from taking note of hard skills, it's important to observe how well they'll fit with your company. Make sure to emphasize your organization's core values and way of doing things, alongside the perks of working with your company.

4 CHECK WORK REFERENCES

After you've gathered a list of credible candidates, check their work references as a way of assessing the candidate's remote work background and history. This will ensure that the information your candidates have provided is free from malice.



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