
Is Working Remotely Right for You?

There is a lot to consider when choosing the right work environment for you. This guide will help you determine if working remotely is right for you, if it is a feasible option in your industry/company/career, and help you understand the nuances of working remotely.

First, Let's Define "Working Remotely"

Remote Work is when a job can be done in a location anywhere in the world that has access to the resources necessary to complete the job (WiFi, Internet, electricity, etc.) Essentially, there is little to no commitment to report to an office or a specific location. There are two subcategories that fall under Remote Work.

- **Telecommuting:** Individuals who fall under this category can complete their work from about anywhere (home, coffee shops, libraries, etc.) but are still connected to a physical building of work. A great example of someone living in a telecommuting style is they work three days a week in the office and two days from home or alternate location.
- **Work From Home:** Individuals who "work from home" do not have a specific location they have to report to daily or even weekly. They can work from their home or alternate locations such as a public library, coffee shop, or other locations. Working from home can also provide an individual with an opportunity to travel and complete their work from an RV, hotel rooms, or even airports.

Why Would Someone Decide to Work Remotely?

Finding remote jobs or negotiating for a remote schedule may be ideal for various reasons.

- Family commitments may require a flexible work environment
- Remote work allows you to live wherever you desire
- You may want to pursue multiple careers at once
- Traveling may be easier to do with work that can be completed anywhere
- Pursuing an education may be easier
- Commuting to an office may not be an option
- There is greater opportunity to gain global experiences
- It provides an opportunity to self-supervise
- You may be more productive working outside an office environment

A Couple Of Things To Consider:

Every workplace (whether that's an office or a table in your home) has its own unique characteristics, and you need to find the right workplace for you! Below are some of the realities you should consider for Working Remotely.

- What does my time management look like? Is that a skill I am equipped and ready to learn?
- What kind of boundaries will I need to create if I work remotely? With my family? Friends? Pets?
- What distractions may get in the way of productivity?
- How will I organize my work hours?
- What kind of routine will I need to create to stay focused?
- Can I navigate working from a different time zone than my co-workers?
- Will I work from home, or do I intend on traveling as I work?
- Do I live someplace where I can have a work designated area?
- Will I have the ability to work at alternate locations, such as coffee shops, libraries, or hotel lobbies as needed?
- What new communication skills will I need to learn? Writing professional emails? Phone calls? Video chat?
- Do I have enough knowledge about technology in order to be successful?
- Am I ready for the flexibility that comes with working remotely?

Competencies and Skills:

Once you have decided that working remotely is for you, it's time to consider some skills and competencies you will need to learn. Here is a list of items remote workers reported having to master while working from home!

- *Autonomy* is the ability to monitor personal actions and hold oneself accountable for completing projects.
- *Time Management* means using work time efficiently and productively; there is a proper amount of energy dedicated to each project.
- *Intercultural Communication* is about knowing and navigating any barriers between you and a client, customer, co-worker, etc.: linguistic, social, beliefs, etc.
- *Collaboration* is working with someone else to create something.
- *Adoption of Remote Communication Tools* means knowing how to utilize various technology and communication platforms to complete a job.
- *Self-Advocacy* is being able to ask for the things you need to be successful.

Interviewing Prep- Avoid Fake Postings:

For as many legitimate remote jobs are posted, there are just as many fake postings. Make sure you are not getting scammed or caught in a pyramid marketing scheme.

- *Look at the right site:* Search for remote jobs on the right job search sites. Some of the top job boards to find remote opportunities are FlexJobs, Jobspresso, Remote.co, We Work Remotely, and Working Nomads.
- *Research the company:* Find more information about the company. Look specifically at the content on their website (is it lacking professionalism or contact information?) and what they are promising for their job opening (does it seem too good to be true?).
- *Find Reviews:* Reviews from past employees or customers will provide you a great understanding of the company.
- *What is their interview process:* If the company does not offer or is not willing to have a video interview with you that is a red flag. Try to have as much contact with individuals as possible, even in an online format.

If you are currently employed and love what you are doing, it is alright to ask about the possibility of working remotely. Start with asking on a temporary basis, then negotiate for long term remote possibilities. A perfect way to test the waters!

Interviewing Preparation:

Each company has its own unique interview process. Some will utilize pre-questionnaires or writing exercises while others may put you through a series of virtual interviews. Be flexible and ready to learn new skills along the way.

Take a look at our Interviewing Guide for a list of questions to prepare for.

- <https://www.snc.edu/careers/docs/employment/interviewingguide.pdf>

Have you been offered a virtual interview? Congratulations! Check out our Virtual Interview Guide to help you prepare, or schedule a practice interview with one of our Career Counselors!

- <https://www.snc.edu/careers/docs/employment/virtualinterviewingguide.pdf>

Career Counselors are ready to help you search, apply, and interview for your dream job. Let us know how we can assist!