



COWORKING

by Corin

A community to help you grow, scale and thrive.

FINDING A REMOTE JOB



Before you begin your job search you should envision what you truly desire from a work-from-home lifestyle. You need a well-grounded reason or reasons to work remotely. Wanting to shop all day or binge watch movies during work hours is a signal that you are pursuing remote work for the wrong benefits. Once you know your motivation, you can fine-tune what you need in a remote job.

Remote Jobs are Desirable

Are you interested in working remotely and seeking a job that fits and supports that lifestyle? If you have these attributes, common among the most effective remote workers, remote work might be for you:

1. Self-motivated and disciplined
2. An adaptable and flexible nature
3. Strong written and verbal communication skills
4. Great organizational habits - ability to prioritize - good time management
5. Independent decision-making capacity
6. Self-confidence and reliable judgment
7. Successful troubleshooting Skills
8. Attention to detail
9. Accountability and trustworthiness
10. Tech savvy
11. Resourceful
12. Proficiency in the skills required by your field of expertise

You do not have to make a list. Just think about your best traits and what you need to improve. If you do not possess a fair number of these traits, you could struggle with a work from home arrangement.

► Are you looking for a new challenge that does not require you to relocate?

Before you explore the various remote work opportunities, ask yourself if you like the organization and people where you are currently working? If you like your current job, you should first ask your boss if working remotely is a possibility. Maybe they can transition you into being fully remote.

You can learn about new job opportunities at the remote-friendly companies through online research, coworking spaces, and virtual job fairs. Knowing how remote jobs are listed on job search boards can also help speed up your search. Terms that are often associated with remote jobs are telecommuting jobs, virtual jobs, home-based jobs, distance work, or even work-from-home jobs.

Some industries are naturally more suited to remote work – information, financial activities, professional and business services, and public administration. New sectors are opening up to virtual work, as companies, adjusting to the pandemic, are tailoring more jobs to remote positions. Co-working spaces which are becoming more popular among remote workers offer networking opportunities. Virtual job fairs are gaining traction and provide an excellent way to collect information about remote jobs and compare the cultures of the companies that value remote workers. Virtual job fairs showcase companies looking for candidates who are interested in working remotely. You can interact directly with employers and recruiters, submit resumes to apply for available jobs, and be interviewed using videoconferencing technology.

► What is your Vision?

When you imagine your ideal life-work situation, what is your vision? Before you begin your job search you should envision what you truly desire from a work-from-home lifestyle. You need a well-grounded reason or reasons to work remotely. Wanting to shop all day or binge watch movies during work hours is a signal that you are pursuing remote work for the wrong benefits. Once you know your motivation, you can fine-tune what you need in a remote job:

- Do you require full-time or part-time employment?
- Do you want a fixed or flexible schedule?
- Are you a free-lancer with sought after skills?
- Are you a self-starter?
- Are you interested in entrepreneurial opportunities?
- Are you a creative?
- Are you an innovative risk-taker?
- Do you need a job with structure?
- Are you an extrovert that loves working with people?
- Do you excel at customer service?



► What Kind of Company is Compatible with your Hierarchy of Needs?

These questions are more about learning if you will do well in a particular position or remote culture.

- Do you like waking up early and getting a head start on your work?
- Do you prefer to work traditional office hours?
- Do you want to work through the night?
- How many hours can you work each day or week?
- Do you need a flexible schedule to take care of children?

You need to think about your answers in advance because some organizations have specific policies about how and when their remote workers will work. An organization that operates in different time zones may have different needs than a local business. Before you start applying for jobs, think about when you would be willing to work, and whether you would be able to compromise on that schedule.

If family and friends or your long lasting relationships are the priorities that come before work, you probably want to explore the culture of a company that offers remote work. Not every organization fosters an environment where everyone can thrive. You may need to search for a company that demonstrates diversity, inclusion and belonging.

► Figure out your Working Style

Your working style is the way that you go about your day-to-day tasks on the job. It is how you work best. Work style—or the way you think, structure, organize, and complete your work—is the foundation upon which organizations operate, grow, and thrive today. The best organizations want diversity in the work styles of their team members. Knowing your style helps you communicate your strengths to a new employer. Maybe you'll discover your style is suited to freelancing or entrepreneurship. How do you work best?

- Are you more efficient when you work independently and responsible for your own schedule and tasks?
- Do you like having a team to give you feedback on your ideas, provide support and help you stay on track?
- Do you bring emotion into the workplace or do you focus on the facts?
- When it comes to problem-solving, do you pay close attention to details or are you more of a big picture type?



- Do you have a social connection with your co-workers while having sole responsibility for a task?
- Are you versatile and able to adapt to different roles?
- Are you supportive of your colleagues?
- Do you thrive on collaboration rather than competition?
- Are you detail-oriented or a big-picture person who drives change and is able to integrate priorities and competing ideas into one innovative strategy?
- Can you anticipate future obstacles and turn them into opportunities?
- Do you need structure to thrive?

There is no right or wrong working style. The key is to know your own style so you can be more aware of how you communicate with others and get a better handle on how you can contribute best to a team. It helps you determine what does your ideal remote job might look like and how you would fit into a new organization.

► Do you need to enhance your skills or proficiencies?

Evaluate the education, experience, and skills that are most sought after in the jobs that appeal to you. To enhance your candidacy in the field of remote work, you might need to familiarize yourself with some newer programs or technologies or enroll in taking additional courses to enhance your candidacy. You could volunteer in your community to gain helpful experience.

► Here's how to Stand Out when you are Looking for a Remote Job

You want to make a good impression with hiring managers and recruiters. As in a traditional job search, much of this comes down to the details of research and preparation.



- Plan to do your homework about the company. Learn as much as you can about the culture of the company and the position.
- Tailor your resume and portfolio to tell employers that you've got what it takes to not only do their job, but do it remotely.
- Showcase your professionalism during all stages of the interaction.
- When you get an interview double-check your computer, your internet connection, and your technology in general to troubleshoot any issues.

► Tailor your Resume and Portfolio for Remote Work

After thinking about what you are looking for in a remote position, you'll need to make a few changes to your resume and portfolio so that it is favorable to remote work and also favorable to whichever organization might read it. A common complain among companies that are hiring is that candidates failed to highlight the skills and experiences that made them a good remote worker.

- First, your information should be up-to-date.
- It should include all the jobs you have undertaken, every project launch, or skill you have acquired.
- After reading a job description, you should tweak your resume to include those things that the employer is looking for. Some of the skills requested by a remote employer may be specific to people who work remotely or to a specific remote industry.
- If you lack remote work experience think about other things that you have accomplished that might relate. Have you been a distance student? How did you succeed at self-study? What did you like best about it?
- Familiarize yourself with the company's products, services, and general information. If you have any contacts who are familiar with the company, ask them for information they think might pertain to your resume.
- Make sure your resume prominently shows skills that are valued by remote employers: good communication skills, ability to motivate yourself, or your teamwork abilities
- Mention all the communication tools, project management applications, video conferencing platforms, and documentation tools you can use proficiently. This will demonstrate to a prospective employer that you will not require training on core technologies.

► The Remote Job Interview

You can stand out from the crowd in your interview. A remote job interview and the communication dynamics are different from a traditional interview in an office. You will likely be interviewed via video-conferencing, this is an opportunity to demonstrate your effectiveness as a communicator. It is an opportunity for you to showcase your professionalism and how you use collaborative work tools.

Prior to the interview, review the job description and make a list of the sought-after skills and experiences. Match that list to your skills and experiences and think of specific examples that illustrate when those attributes were successful for you on the job. Familiarize yourself with the company's products, services, management, and general information. Check what media might be reporting about the industry.

Review your answers to questions that are bound to be asked? Be prepared to discuss why you want to work remotely and how you are equipped to do so. The interviewer will want to know about your workspace, computer, internet connection, familiarity with communications software and apps, and other technology you may need to know to do the job.

On the day of the interview ensure that the technology is working properly, that volume, video quality, background setting are good. If you expect to showcase some of your work, have it handy. Business attire or at least business casual (depending on your industry) is important. A tidy home office is generally a better venue to stage your discussions. Eliminate all distractions. During the interview, be sure that you are directing your focus at the camera, not at the documents on your computer screen. Be aware of what you are doing with your body language during the call. Don't fidget. By paying attention to the details that matter, you can improve your chances of coming out of the interview with an offer.



► Nail the Common Interview Questions

What Is Best About Working from Home?

There is no micromanagement on a remote team. You need to be self-motivated and able to work alone. The employers need to ask this question to make sure you can be productive in an unstructured work environment.

If you thrive in this kind of work environment then you need to get that message across. Strong answers will emphasize why you do your best work at home and why you are a strong candidate for the job. Be sure to prepare an answer to this question in advance and provide examples to illustrate how working

from home improves your job performance. You can emphasize that you are more efficient with fewer distractions, or that working from home gives you a better work-life balance, which makes you happier and more productive. Be honest, but positive to emphasize your enthusiasm for remote work, but do not over-sell yourself. You can add a short anecdote if it enhances the quality of your response.

Examples of the Best Answers:

- I really like the flexibility in hours that a stay-at-home position offers. I tend to do my best work very early in the morning. Being able to set my own hours allows me to work when I am most alert. Ultimately, I am more productive when working from home than commuting to an office and wasting time stuck in traffic.
- I love the quiet atmosphere of working from home. Without the constant distractions of an office, I am able to stay focused on my work and complete tasks quickly.
- I achieve a much better work-life balance when I work from home. The flexible hours allow me to be there for my kids in the mornings and get them off to school and be there for them when they come home. Knowing I have that time with my family allows me to be much more productive because I am not worrying whether or not they forgot their lunch or arrived home safely.
- I am very efficient when I work in my home office because everything is set up exactly how I need it to be. My printer and scanner are set up right next to my desktop and I don't waste time heading off to another room.

What interests you about working for this company?

Employers want to know you are being selective about where you work and for whom. They want to know “you want this job”. Researching the company will arm you with the background to demonstrate your enthusiasm.

“Your business is known for its community outreach. I would love the opportunity to use my 10 years of experience in marketing to support the community along with you.”

Tell the interviewer what you need the most to thrive and be an important asset to the organization. This tone expresses your eagerness, but it is also good to be deliberate with your intentions and understanding regarding the trajectory of your career path.

Why do you think we should hire you?

The organization is aiming to maximize high productivity and cooperative teamwork for their business. In order to do this, they must determine how to get the most out of their remote workers. There are many factors – including your working style – that contribute to how you will work with others, how you will meet deadlines, how you will deal with clients, and how you will solve problems.

This is your chance to deliver a concise sales pitch for yourself. Match your working style and skills to what the employer has asked for in the job description and interview.

“You describe in the job posting that you were seeking _____ who could _____. In my previous job at _____ I learned three new languages and received an award for my initiative in using them to _____. I communicated by phone and through email, messaging, and document sharing platforms to get my work done because we all worked in different time zones. “

Four years ago, I enrolled in some courses to enhance my skills in _____. This allowed me to help several clients: I utilized those skills in creating an annual catalogue for _____. I’ve facilitated these projects and did so ahead of schedule: _____. I mentored colleagues in my position with _____

Discuss your leadership roles, training experience, or volunteer efforts as they relate to the job. Describe how your improvement in a certain area can affect the performance of a new team. This shows that you are being proactive in highlighting where you see yourself within their organization.

What do you like least about your current job?

This is a biggie. Never talk about people. Shift the focus to talk about tasks and situations when highlighting your dislikes. Note how the impact of those experiences led you to further your leadership skills, training, or education.

Always end your answer with a brief outline of some positives regarding your current job and how you will take those positives into your new role.

► **Questions to Ask an Employer**

You should also ask questions that will help you decide if the remote job and the organization are the right fit for you, if you get an offer.

- How would you describe the responsibilities of the position?
- What kind of orientation or training do you provide?
- Are there set work hours or is the schedule flexible?
- Would I be guaranteed a certain amount of hours each week?
- Do I need to purchase any equipment or supplies if I'm offered the job?
- If extended a job offer, how soon would you like me to start?
- If I am hired, will I be paid as an employee or an independent contractor?
- Is the pay an hourly rate, commission, or otherwise, and how often will I be paid?
- What can I tell you about my qualifications?
- When can I expect to hear from you?
- Would you like a list of references?
- Are there any other questions I can answer for you?

Inspired and Committed, We Celebrate Your Journey

At Corro, we believe in the power of people. We are inspired to expand humanity's capacity for wisdom, compassion, and courage.

In our commitment to helping you achieve long-term personal development and use your organizational platform for positive impact, we celebrate the journey of lifelong learning while fostering an all-inclusive community driven environment of meaning, personal connection, and fun.

Corro is not just a Work Space – Our Aim is Helping the Community Thrive through People Success