Recruiting a Remote Employee

Departments have been much more open to hiring workers who will remain permanently remote, either based on geographic location or because it is unnecessary for the position to come to the office. Here are some tips and sample questions for the interview process when hiring a position that may be fully remote.

Knowledge, Skills, and Abilities for Remote Work

Here are some important characteristics to consider in someone working remotely.

- Time Management
    - Able to track and manage deadlines
    - Meets deadlines
    - Completes work product

- Communication
    - Effectively uses appropriate methods to communicate, such as chat, emails, or calls
    - Is responsive and timely with communication
    - Is direct, clear, and professional with communication

- Independent
    - Is comfortable working without a lot of oversight
    - Content to work alone everyday
    - Has a strong understanding of role-specific goals and objectives

- Self-Motivated
    - Takes the initiative to complete tasks
    - Able to stay motivated and productive for the entire duration of the workday

- Collaboration
    - Finds ways to stay connected to team
    - Understands what teammates are doing and what you can do to compliment it.

- Ability to Organize and Plan Work
    - Able to prioritize and stay focused on work tasks
    - Effectively manages time and assigned tasks

- Technology Skills
    - Able to pick up technologies easily
    - Able to stay connected through technologies

Sample interview questions:

Here are some possible interview questions that could help you determine if someone could successfully work remotely:

1. Have you worked remotely in the past?   If not, why are you interested in working remotely?

2. Talk about a time when you worked on a project with others who were not based in your office. What challenges did you experience? How did you work through them?

3. If you have worked remotely, what were some of the challenges you faced, and how did you work through those challenges?

4. What is your optimal work location?

5. How would you rate your technology skills? Talk about a time you had to learn a new piece of technology. What was your approach? What was the outcome? Looking back, what would you do differently?

6. How do you schedule your workday if working remotely?

7. How have you used different communication tools when working remotely?

8. What are the most important things you can do to make a project successful when you're working remotely?

9. Tell me about a time when you had a conflict with a remote coworker. How did you handle it?

10. How do you focus on your tasks while working from home?

11. How do you stay motivated and engaged when working from home?

12. What do you like and/or dislike about working in an office?

13. How do you switch off from work when working from home?

14. What activities do you do that help maintain a work-life balance?

15. What benefit of remote working do you value the most?

Zoom Interview Tips

Zoom interviews can be intimidating and stressful when using technology. Here are some Search Committee Zoom Best Practices to help your interview process go as smoothly as possible, as well as Candidate Zoom Best Practices you can pass along to your candidates prior to the interviews.