

16 REMOTE- READY ESSENTIALS

A free guide for remote talent

Competition for remote jobs is brutal. Yes, the number of remote job opportunities has skyrocketed in recent years (more than 43% of the workforce works remotely now versus less than 10% in 1996, according to a [2016 Gallup poll](#)), but employers are inundated with applicants for these sought after positions. As a candidate you are now competing against people across the globe, not just on the other side of your city.

According to a rather discouraging [Telework Recruiting survey](#), it takes an average of two years to get a remote work position. You are probably (hopefully) thinking about what existing skills and capacities you can promote to hiring managers to show you have what it takes to be a successful remote worker. [Zapier](#) reports that only 2% (*gasp*) of their job applicants get an interview. How on earth do you make your profile stands out with those odds?

Since the team here at [acework](#) has years of remote work experience, and we vet global remote companies and candidates every day, we figured we should compile a **master list of insights to help you build your remote-ready cred.**

Below is a checklist of essentials that will help assert your readiness to be a successful remote worker, regardless of the field or industry.

1. Reliable, high-speed internet connectivity 

Remote working means a huge reliance on high-speed internet. Worldwide access means you can work just about anywhere, but a reliable connection is key. If you (and your team) are consistently struggling with your choppy video feed, or spotty bandwidth speeds mean you can't log in to basic tools to do your work, then you aren't going to last long in the remote work arena.

2. Video conferencing hardware 

Built-in cameras are standard on most new computers, but make sure it is configured properly and you know how to turn it on when you connect to a video conference. In a professional setting, you should default to using a stable laptop or computer camera - not your cell phone - to join video meetings.

 3. Written communication skills 

The majority of communications in a remote role are done via written communication with team members you've likely had little (if any) in-person interaction with. You will need to know how to effectively communicate needs, progress, updates, etc., all with that human element that can sometimes get lost in the written word. You'll be a regular on direct messaging apps, email, and possibly text, so clear and concise communications are critical.

 4. English language proficiency 

While this won't be true for every remote job, the lion's share of remote jobs require you to have a solid English language foundation in order to collaborate with teams around the world. Since so little remote work happens in person where you can pick up on visual cues, your ability to communicate well in both written and spoken English are important.

 5. Experience with current productivity tools 

You must have a good working knowledge of the latest productivity tools and software as they are essential to the day-to-day functioning of nearly all remote teams. The most common tools used tend to be Google's G Suite, Slack, Zoom or Skype, and Trello or Jira. Of course there are hundreds of other tools your future team might use, but it would be wise to build familiarity with the most standard tools as they all function similarly.

 6. Know your optimal workplace 

While it is not required to have a dedicated office space in your home to be a successful remote worker, it is important to know where you do your best work. Regardless of whether your preferred space is at home, in a co-working office, or at a local coffee shop, you need to have a plan for working that is free from distraction and allows you to focus.

"Ditch the commute. Work is where your head is."

- Angelina Ebeling, founder of acework

7. Legal work authorization or contractor-readiness

Full-time remote employment can often be tricky to navigate for global teams. If you are not legally authorized to work in the employer's headquartered country, you might need to be hired as an independent contractor. If so, you will have to invoice the company for your services and you will be personally liable to pay taxes to your home country each year. Setting up contractor credentials, such as a tax ID number, could grow the number of positions you are eligible for and make it easier for your employer to onboard you.

8. Preferred role type

While many people who work remotely are freelancers in the growing "gig economy," there are more and more permanent full-time and part-time employment positions opening too. If you are looking for one of these employment roles, be clear to hiring managers that is your intention, and highlight past long-term employment to signify your ability to commit to a role.

9. Preferred company or team size

While you may not have a strong preference in this category, it can be helpful to consider where you tend to thrive. Do you like being part of a small fast-paced start-up with visibility into most everything, or do you enjoy collaborating on a large team with many diverse skillsets and opportunities for growth? Knowing this could help you focus your job search and be more successful once you land a role.

10. Defined hours and timezone availability

When constructing a global distributed team, employers need to think about optimal timezones for collaboration. Clearly stating your timezone availability and your preferred working hours will help your future employer know how you will fit into the team's distribution. You will also have to keep this in mind when planning your work day and collaborating with colleagues so you aren't caught by a surprise 3AM meeting invitation.

11. Ability to focus your time and energy 

One of the biggest benefits to working remotely is the ability to design your day in a way that works for you and adjusts to your personal schedule. But this won't lead to success in the long run if you are not able to effectively manage your own time. Remote work takes self-awareness to know when and where you do your best work without anyone looking over your shoulder.

 12. Proactive approach 

When we work in an office together, we sometimes take for granted that information flows organically through a team. In a remote environment, you must be more deliberate when communicating with your team about projects, feedback, and requests. On some teams, being proactive might also mean greater decision-making responsibility in times when work needs to keep moving quickly and your distributed team is not available to weigh in.

 13. Results-oriented mindset 

Remote workplaces tend to be more results-based than time-oriented. You will need to be accountable for delivering results and be resourceful in getting things done without a team around you or a boss stopping by your desk. You'll be rewarded for checking things off your to-do list rather than punching a time clock.

 14. Know how to prioritize 

When you have more freedom to complete assignments around your schedule, you must be able to prioritize your work to make sure you are able to complete it all within the allotted time. Communicate with your manager regarding the company's priorities, and then take ownership of your tasks to be proactive and self-motivated in getting them completed.

 15. Collaborative team player 


Remote teams have far fewer opportunities to interact and collaborate, but that doesn't mean it isn't important. Even though you are perfectly suited to plug away independently each day, do take time to intentionally build personal and professional relationships with your colleagues. Take advantage of any in-person time you have with your team to get to know them, as it can make your virtual communications more productive.

16. Prior successful remote work experience 🐣

It's the old chicken or the egg dilemma, we know. How are you going to promote your remote experience if you are still trying to land your first remote role? If you haven't worked remotely before, you might need to highlight other relevant experience. For instance, maybe you provided technical support via telephone to customers all over the globe or you completed an online degree. Many employers place a high value on those who have previously worked remotely, but don't let that discourage you. As you can see from this checklist, there are lots of indicators of remote work readiness.

Have you got this list nailed? Get acework approved!

Go to acework.io/remoteready to sign up.



Let us give you an “acework approved” profile
so hiring managers will have confidence
that you are a remote-ready candidate.

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