



10 QUESTIONS YOU'VE GOT TO BE READY TO ANSWER WHEN APPLYING FOR A REMOTE JOB

As with every interview, it's essential to show up well-prepared. However, when it comes to interviews for remote roles, it's even more important, as people who work from home need to be especially proactive, organized, and communicative.

Compared to an in-office job, remote work requires a different skillset and type of experience. While working from home comes with some undeniable luxuries, it poses some unique challenges, too. Managers are well aware of these differences and drawbacks, so when they interview candidates for remote roles, they're going to be looking for people who not only have the skills to do the job itself, but also understand what it takes to work successfully from home.

Here are ten questions, you may be asked when you interview for a remote opportunity, as well as sample answers and advice on how to respond.

1 Have you worked remotely in the past?

If you have experience working remotely in the past, be prepared to detail when, where, and how you were able to succeed in that role. If you haven't worked remotely before, you should have a comparable experience ready to share.

2 What types of remote team tools and software have you used and how did you use them?

Remote teams rely heavily on collaborative tools and project management software, like video calling and chat platforms, so interviewers will naturally want to gauge your level of comfort working with remote tools like Zoom, collaborative platforms like Google Docs, or project management software like Trello or Asana. In addition to listing the types of technologies you're familiar with, be prepared to explain how and why your team used them.

3 What is your approach to maintaining effective communication and collaboration with a remote team?

Hiring managers want to see that you've really thought through a remote work dynamic. Have a detailed, thoughtful answer prepared. That should be easy if you've worked remotely in the past, but if you haven't, don't stress. Communicate what you would do if you encountered a hypothetical situation in a remote role. Sometimes the thought process is more valuable than the actual answer.

4 How do you manage your time and stay organised?

You have a lot of independence in managing your time when working remotely, so it's vital that you can be organised and juggle your responsibilities to get things done. Talk about the tools and strategies you use to keep track, prioritise and plan how and when you'll get things done, and follow through.



IMPORTANT CHARACTER TRAITS FOR REMOTE WORKERS

Traits that may only have been moderately important in an office environment become essential when working from home. What are the most common qualities that recruiters and managers look for when interviewing a candidate for a remote job?

RELIABILITY

Your potential future team needs to know that they can count on you to show up to meetings, adhere to deadlines, and keep them updated on work. Building trust starts during the interview process. Show up on time and be well prepared.

COMMUNICATION

Because almost all communication is done via Zoom (or similar technology) and email, your ability to communicate well online is essential. The remote interview process is the perfect opportunity to show off your virtual communication skills.

5 How do you keep yourself motivated and engaged when working remotely?

Working remotely can be distracting. Hiring managers will want some assurance that you've got a grasp on how to push through the inherent distractions and distance of remote work, so answer honestly. You need to explain how and why you adhere to your preferred work methodology.

6 What's the key to making sure a project is successful when working remotely?

Hiring managers are going to be especially interested in how you would approach a project when in-person collaboration isn't an option. They are going to want to know that you understand this and have the experience to complete projects remotely. Demonstrate that you understand the importance of asking questions upfront, having a precise understanding of the work, managing expectations around timelines, and ensuring work is going in the right direction.

7 Tell me about a time when you had to adapt to change.

Being adaptable is especially important when you're part of a remote team. This is a great example of a situational or behavioural interview question, where the interviewer wants you to share a story from your past work experience. First, explain the situation you want to use to answer the question, then describe the task you needed to complete in that situation. Next, discuss the action you took to complete said task, and finally, explain the result of that action.

8 Tell me about a time when you had a conflict with a co-worker.

Knowing how to navigate and resolve misunderstandings before they get out of hand is incredibly important, especially when you're part of a remote team. Demonstrate an awareness of how problematic conflict can become if it is unresolved in a remote environment, including a detailed example of how you've resolved a conflict in the past. If you weren't able to resolve things, share what you should have done instead, as it demonstrates an ability and desire to learn from your mistakes.

9 Tell me about a time when you weren't sure how to do something. How did you go about seeking out information?

When you're part of a remote team, you're likely to run into situations where you don't feel 100% clear about what you've been tasked with. Demonstrate that you know how to navigate these grey areas. Be prepared by thinking of a time when you needed to be proactive about researching how to do something, or when you had to teach yourself a new skill.

10 Do you have any questions for me?

This question is code for: "Are you interested?" Interested applicants always have questions! Show that you're thoughtful, well prepared, and truly understand what it'll take to succeed on a remote team by demonstrating that you're organised and proactive about gathering information. This is an excellent opportunity to learn more about the company culture so that you can determine whether a prospective employer is going to be the right fit for you. The answer to this question should always be "yes". In addition to having a list of questions about the company, the role itself, and next steps in the interview process, you should also be prepared to ask questions that are specifically related to working from home, as this will demonstrate that you understand the nature of remote work.

INDEPENDENCE

When working remotely, you have to be comfortable working independently and finding answers on your own. Be prepared to demonstrate your resourceful, independent work style during the interview.

INITIATIVE

Asking questions throughout your interview process, following up with a thank-you note, and preparing for every interview in advance are all great ways to demonstrate your proactive nature.

COLLABORATION

When everyone is working from home, being a good collaborator (and communicator!) is crucial. You may be asked what successful collaboration looks like to you, or your prospective manager might want you to share a story about how you've collaborated on projects in the past. Be prepared for this.

ORGANISATION

Interviewers will want to know that you can stay organised while working remotely. Demonstrate your organisation skills by taking notes during calls and having a list of questions prepared in advance.

CONFLICT RESOLUTION

In a remote environment, conflicts can be amplified. Be prepared to discuss how you've managed conflicts, straightened out miscommunications, and built rapport with your team, in previous jobs.

The above skills aren't as easy to quantify as whether you know JavaScript or can manage a Twitter account. And while questions about your technical skills will come up throughout your interview process, you'll probably notice an increased focus on your less tangible traits when you're interviewing for a remote job.