



Remote/Flex Work

Is it right for you?



Have you seen these tempting ads?



“Work from home.”

“Work in your pajamas.”

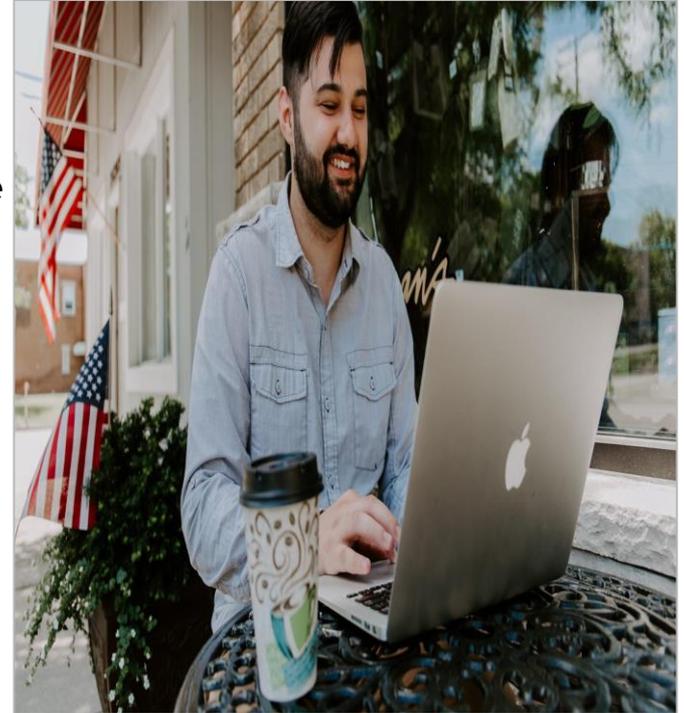
“Work on the beach!”

This guide aims to provide general information and pointers that can give you a leg up on understanding flexible or remote work.

The Pros of Remote/Flex Work

Let's explore the PROs of Remote Work:

- Flexibility, of course! Let me count the ways:
- Spend more time with your kid, family, dog, or guppie
- Conference call in Aruba
(usually on your own dime)
- Skip the daily commute!
- Linked to lower stress levels



Fast facts about remote/flex work

Related terms: freelance/ consulting, telecommuting

- There's been a general upswing across most industries in the past 5 years.
- 43 percent of American workforce spends a portion of time working remotely (Gallup report, 2016), or physically apart from co-workers.
- The major industries in this trend include finance, insurance, real estate, and retail.



Popular types of Flex Jobs

According to ZipRecruiter, here are some of the most popular flexible jobs:

- Graphic Designer
- Junior/ Entry Level Web Developer
- Document Review
- Attorney
- Nurse
- Medical Transcription
- Video Game Tester
- Paralegal
- Data Analyst
- Accountant

Other types of jobs are part of the movement toward remote/flex work, too.

For example:

- Content Writers
- Tutors
- Coaches
- Sales
- Marketing
- Task-based services (e.g. Task Rabbit, Handy)

[Link to Remote Jobs on ZipRecruiter](#)

Does remote/flex work fit your personality & style?

Check all that apply:

- When given a task or project, I focus well without supervision.
- I generally meet deadlines.
- I am disciplined with my schedule.
- Flexibility is a top priority for me.
- I communicate professionally via email and phone (and video chat).
- I am independent and provide my own structure.
- I often learn new things on my own.

If you checked most of these, a remote job may suit you well.

On the other hand....

You might struggle with remote work if this describes you:

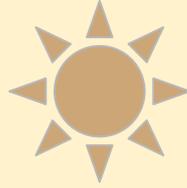
- ❑ I prefer teamwork for most projects.
- ❑ I slack off without ongoing supervision.
- ❑ I feel lonely without socializing/ social interaction through a workday.
- ❑ I learn better with support from peers and supervisors.
- ❑ I communicate much better when face-to-face.



The Application Process

- It may take time to land a remote job.
- Since remote jobs attract applicants from all over the country (and world), you may face stiff competition.
- Treat applying to such jobs as seriously as you would a traditional job.
- Stand out by tailoring each application to meet the needs of each company.
- Emphasize your unique combination of transferable experience and skills.
- Even if you don't have prior remote work experience, bring up instances when you've been a self-starter, and/or show your problem solving skills.

You're Hired!



Here's a checklist of things to do:

- ❑ Before starting, ask your boss questions about what is expected of you.
- ❑ Find out the onboarding process for new remote hires - Crucial information to get started at the company should be covered here.
- ❑ Take note of policies and procedures.
- ❑ Get in contact with members of your team and/or other remote workers in the company.
- ❑ Learn any designated project management software that allows you to stay in communication with employers and colleagues (e.g., Trello, Salesforce, Slack, etc.).

Remote Teams and Colleagues



- Working remotely doesn't always mean total isolation. Many companies accomplish projects in teams.
- Early on, get in contact with members of your team and/or other remote workers in the company
- They can be valuable resources about the company and offer a sense of online community.

Tips for Productivity: Choose your environment wisely

- Whether it's at home, a public library, cafe, or co-working space make sure you have a level of consistency in the setting/ environment.
- Start by testing how much focus you have in a particular spot:
- Are there constant distractions and interruptions from others? Loud music? Spotty wifi?
- Then keep searching for your spot!
- Pick a spot or two, and stick with them to ensure you don't waste much time adjusting.
- That said, a change of scenery (like that beach or park) can refresh your creative process...
- Just be careful that you don't bring in unpredictable elements too close to a major meeting or deadline.

Tips for Productivity: Work-from-Home Basics

- Doing a project in bed sounds amazing, but be honest: How much of your time will be spent in the “nap of shame”?
- Set up your workspace out of eyeshot from your bed, to avoid the constant temptation
- Have designated, separate areas for work and relaxation



Tips for Productivity: Set Your Schedule

- Have a schedule you can commit to and take timed breaks.
- Plan regular hours when you can work uninterrupted by family responsibilities.
- Most importantly regarding time and space, set realistic boundaries.
- Good habits, tracking deadlines and sticking to your own rule are the keys to success.



Necessary Tools



Determine which basic tools are needed for your job.

- Laptop and charger
- Reliable Wifi
- Project management software (e.g., Trello, Salesforce, Slack, etc.).
- Microphone equipped earset for long conversations
- An ergonomic chair and desk

Remote Pro Tactics

- Identify an *accountability partner*: Whether they're a disciplined friend or colleague, this partner agrees to text you at pre-determined times to keep you on track.
 - You can return the favor or even meet up to work together.
 - "Swallow the frog" - To start off your work day, do that one thing that makes you cringe or lose sleep.
 - Break it down into reasonable chunks that can help you feel in control.
- Back up your work - Ensure all that hard work doesn't go to waste if the wifi cuts out or your laptop freezes.
 - Have more than one way of saving what you've produced.



Remote/Flex Job SCAMS

- A pitfall of remote work is determining whether or not a company is legitimate and accountable.
- Will they offer what they advertise, or will they disappear into cyberspace with your hard won cash or personal/financial information?
- Scams can be posted on otherwise legitimate job search sites.
- So, stay cautious and do your own *thorough* check of each company's website, email, and overall reputation.



SCAMS: Spot Red Flags

Avoid scams by watching out for these red flags!

- Promises of big money with little or no experience
- Start your own business...but only if you first shell out cash for start-up kits
- Large fees for membership*
- Large fees for “backup checks”



- Asking you to disclose personal or financial info...
- Always verify who you're sending this to.

**While some fees may be legitimate, do your due diligence to find out what these fees actually provide you, (e.g., a small or large network of clients) AND whether the company itself has an established reputation.*

Use BBB to screen companies

→ Check Better Business Bureau (BBB)
To check if the company your
interested in working for already has
complaints:

→ [Link to Better Business Bureau](#)

→ Report suspicious businesses and
organizations to the Better Business
Bureau (BBB).

→ It only takes a few minutes online,
and it could prevent other job
seekers like you from getting
scammed.

Report a scam

- If you've spent money and time on what you believe is not a legitimate company, first request a refund and state that you will notify authorities.
- If you can't resolve it with the company, report a complaint to the Federal Trade Commission (FTC).
- The FTC at [ftc.gov/complaint](https://www.ftc.gov/complaint) or 1-877-FTC-HELP (1-877-382-4357).
- Essential Info: <https://www.consumer.ftc.gov/articles/0175-work-home-businesses>

Sources

<https://www.ryrob.com/remote-job/>

<https://www.workzone.com/blog/working-in-pajamas-a-remote-workers-guide-to-productivity/>

<https://www.flexjobs.com/blog/post/first-day-new-remote-job/>

<https://www.monster.com/career-advice/article/avoid-work-from-home-job-scams>

<https://news.gallup.com/reports/199961/7.aspx>

<https://www.bbb.org/scamtracker/us>

<https://www.consumer.ftc.gov/articles/0175-work-home-businesses>

<https://clark.com/employment-military/work-home-guide/>

Reporting on Flex Job Search Sites: *

<https://www.themuse.com/advice/7-companies-that-let-you-work-from-home>

<https://www.flexjobs.com/company-guide/new-york>

<https://www.creativelive.com/blog/best-sites-finding-remote-jobs/>

<https://www.glassdoor.com/blog/companies-that-let-you-work-remotely/>

*KBCC Career Center does not endorse any particular flex job search site. Please do your due diligence.

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With drive, communication,
and careful consideration, you
can reap the benefits of a
remote/flex job.

