



# 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.

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# 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:**

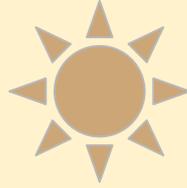
- ❑ I prefer teamwork for most projects.
- ❑ I slack off without ongoing supervision.
- ❑ I feel lonely without socializing/ social interaction through a workday.
- ❑ I learn better with support from peers and supervisors.
- ❑ I communicate much better when face-to-face.



# 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

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<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.

