Interview Questions for Hiring Remote Team Members

Check the boxes and take notes in the shaded areas!

☐ ## Why do you want to work remotely?
Is your candidate looking for a level of flexibility your company can handle? Do they prefer to not work around others? Are they constantly traveling? Their answer will help you gauge your candidate's work-life priorities.

☐ ## Have you worked on a virtual team before?
Find out how much you will need to train this potential employee on virtual team best practices.

☐ ## How do you manage your time throughout the workday?
Does your candidate have strong time management skills? Are they organized? Can they self-manage to get work done on time?

☐ ## How do you separate work life from personal life?
Will they be able to carve out time and space to focus on the work that needs to be done? Or do they work in a distracting environment?

☐ ## What do you do to avoid miscommunications?
Do they go the extra mile to confirm everyone they're speaking to understands what they're saying? Do they send recap emails after conference calls? Do they speak/write clearly and to the point?

☐ **How would you resolve an issue you were having with a customer or coworker?**
Since face-to-face communication is not an option, find out how your candidate navigates uncomfortable, interpersonal situations. Do you want someone who defers to email or chat when there are problems? Or someone who initiates a phone call to resolve the issue?

☐ **Do you have any concerns about working on a virtual team?**
Your candidate's answer will give you insight to what their work style and work environment may be like, and what obstacles they will need to overcome (e.g. spotty wifi, distracted by kids, inability to focus).

☐ **What are your biggest strengths as a remote employee?**
Look for candidates who give thoughtful, in-depth answers. If they say "communication and organization," what does that mean? Do they have personal tools or tactics they use to keep track of all their deliverables? Do they make an effort to communicate with everyone on their team daily?

☐ **What tools have you used in the past that help facilitate communication and collaboration on a remote team?**
Their answer will give you an idea of how much experience the candidate has working on remote teams, and may even help you find better communication and collaboration tools for your business.

Additional Notes: