

## Questions to Ask Remote Job Candidates

### **Are you an introvert, extrovert, or ambivert?**

Remote employment is work for an ambivert — someone who concentrates like an introvert, but also enjoys work within a team context or collaborating on projects from time to time.

### **What's your ideal workday?**

Are you a morning person whose energies decline as the day goes on, hammering out deliverables in the morning and then holding meetings and doing administrative tasks during the afternoon? Or are you a night person who stacks the deck during the day, then works out projects while teammates in other time zones are at their desks and the mothership sleeps?

### **What were your strengths and weaknesses as a self-employed person?**

If the candidate is assuming a full-time role after years of self-employment, ask them where they excelled as a self-employed entrepreneur and where they spent less time. Were they most interested in getting work assignments or executing them, were they focused on networking and marketing their business or shifting its thematic emphasis?

### **How do you “shut down” at the end of the day?**

What does a workday look like for you, and what are its hours? Remote employees, like freelance contractors, need to strike a balance between virtual proximity and availability to their managers and preserving personal time in their schedules so they are not always “on.”

### **How have you personally changed a workplace's or contract employer's processes?**

Name a time or situation in which you've suggested a process improvement to a project or full-time employer, how that feedback was received, and whether it was implemented. With so many technology tools available to facilitate remote work, and so many ways to combine and use them, self-starters who see shortcuts or efficiency improvements make good members of remote teams.