

**MACAULAY HONORS COLLEGE**  
CAREER DEVELOPMENT OFFICE

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# REMOTE JOB GUIDEBOOK

CAREER  
DEVELOPMENT | 



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TOTAL READ TIME: 7 MINUTES AND 45 SECONDS

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## THE JOB SEARCH

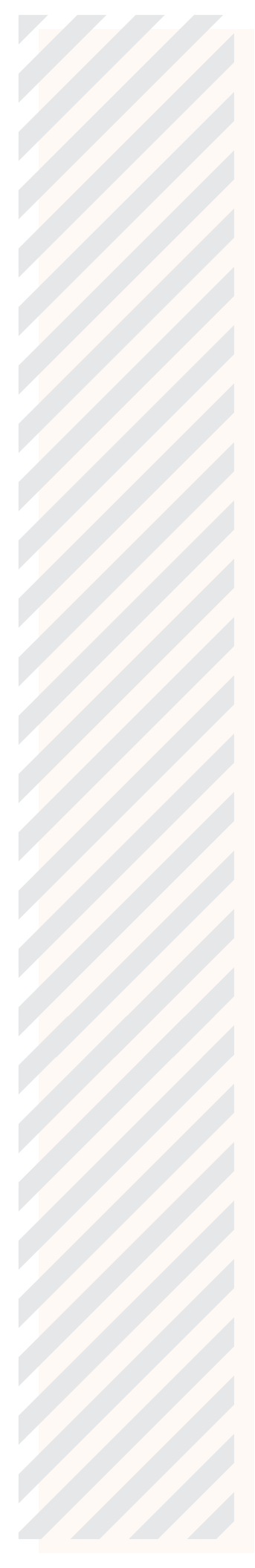
Searching for a remote job is different from searching for a traditional job. One must familiarize themselves with [reputable companies](#) that are known for their remote work positions. They should also consider if they want to work for a fully remote workspace or a partially remote workspace. Hybrid workspaces may sometimes have less resources for remote workers and require some travel, while completely remote companies have better online communication systems and rarely require a person to travel. You must also ask yourself if remote work is the right fit, read [this article](#) if you are unsure of your feelings towards working in a remote job setting. If you have decided a remote job is the path for you, Part 1 of the Remote Job Guide: The Job Search, will give you industry specific tools to set you on the right path to a remote career.

## ONLINE REMOTE JOB/INTERNSHIP SEARCH ENGINES

There are multiple search engines that can be useful to those seeking remote jobs. Search engines such as [Flexjobs](#), [Solidgigs](#), and [AngelList](#) are useful for those searching for full-time positions following graduation. For those looking for internships during their time as an undergraduate, [Parker Dewey](#) is a great site for finding short-term remote internships. [Chegg Internships](#) is another useful resource for finding remote internships for undergraduates. Also, when looking for remote work, you should verify if the **position is fully distributed or partially distributed**.

A **fully distributed** position is a job within a company that is completely remote.

A **partially distributed** company has some workers performing tasks remotely, and others working within a physical workspace. This difference can affect aspects of work such as work-flow, communication, and work distribution. Candor is a great online career search resource, that provides students with articles on professional development. Candor has added a [list](#) of companies that are hiring, laying off, and freezing hiring during covid-19, to their list of resources. A blog post that is very helpful in aiding students in navigating the online job search and distinguishing and comparing fully versus partially distributed jobs is [6 Steps How to Get a Remote Job This Weekend in 2020 \(Ultimate Guide\) by Ryan Robinson](#).



[Burning Glass technologies](#) has written a report on the effects of COVID-19 on the job market. This includes information about which fields have been hit hardest, and which metro areas are facing the largest declines in employment. Along with articles on the situation, Burning glass is continuously compiling information on employment during COVID-19 in this [excel sheet](#). To access the spreadsheet, scroll down to the bottom of Burning glass technologies homepage. The download link will be labeled as Covid-19: the Pandemic's Impact on Jobs. An additional great resource is this crowd sourced sheet from [GitHub](#) that shows which companies that are hiring, laying off, and canceling positions due to COVID-19.

## **TAKING ADVANTAGE OF THE CAREER DEVELOPMENT OFFICE DURING YOUR REMOTE JOB SEARCH**

The Macaulay Honors College Career Development Office has a multitude of resources to help people find both remote and traditional jobs. Gianina Chrisman and Jamie Ruden have a great wealth of knowledge on the different tactics and avenues students can use when approaching a remote job search. From perfecting your resume and cover letter, to referring students to opportunities that fit their interests and area of study, Gia and Jamie will make sure to prepare you for a remote career. Go to the [Macaulay Honors college website](#) to get guidance on remote interviews and remote resume building.



## NETWORKING

When searching for a remote job, networking is just as important, if not more important as networking for a traditional job. There are multiple platforms you can use to interact with other professionals: LinkedIn, Zoom, and even Facebook. One should be consistently updating their social media presence. Engage with companies of interest on social media. Make your own opportunities, by writing blogs about a topic related to your career interests and post it to your LinkedIn profile for potential recruiters to view.

Reach out to professionals who are in remote positions that you admire. Ask recruiters if you can set up a Zoom meeting with them or chat over LinkedIn. **To learn [LinkedIn etiquette](#), and [how to properly message a recruiter](#), read these articles published by [Vault](#).**


## VIRTUAL INFORMATION SESSIONS

It is important to seek and attend virtual information sessions. When searching for remote work, a company may be based too far away for one to go to an in-person information session or networking event. Do your due diligence on companies that are of interest. Search for webinars and virtual sessions on their webpage. In addition, look out for emails concerning virtual information sessions from the Career Development Office at Macaulay and your home campus. In addition, check CareerPath for information on webinars and virtual information sessions.

Look out for one's respective campus virtual career fairs. Virtual career fairs are a great way to meet with employers and recruiters when one is unable to commute or travel for events.

## VIRTUAL SKILL BUILDING

There are many resources online that you can use to build your hard and soft skills. Hard skills such as technical knowledge in microsoft, excel, coding, and g-suite are great attributes to highlight to show employers that you can operate in an online management system. Soft skills such as public speaking, writing, and conflict resolution are amazing qualities to showcase, so that employers can see that you know how to effectively communicate with colleagues. A good balance of hard and soft skills will let employers know that you're a competitive candidate and would add value to their team.



LinkedIn's program [Lynda is free to anyone in NYC if one uses their New York Public Library Card library card to access their LinkedIn account.](#)

Lynda offers certifications in Excel, Photoshop, Wordpress, IOS/Swift, and many more. **Another tool that students can use through Macaulay to build their career skills is Skills 2 Succeed.** To learn about the registration and learning process read this Macaulay Career Development blog [post](#).

To showcase your writing, you can write blogs for the Macaulay Career Development Office. Check out past posts [here](#). This will highlight your ability to communicate effectively and showcase your writing skills. You can always reach out to Jamie Ruden with any career related blog pitches. Jamie can be reached at [Jamie.Ruden@mhc.cuny.edu](mailto:Jamie.Ruden@mhc.cuny.edu).



## VIDEO AND PHONE INTERVIEWS

When searching for any job, one should be well versed in phone and video interviews. Virtual interviews are becoming increasingly popular as the workforce becomes more globalized. When interviewing virtually, it is important to show the employer that you have strong communication skills. Communication skills are important to all jobs, but are especially important for those seeking remote work. Remote workers must be able to communicate virtually, because workflow is completely attached to their ability to efficiently communicate questions, concerns, and requests online.

As with any other interview, you must do your homework on the company and position you are interviewing for. Set up a virtual mock interview with Gianina Chrisman or Jamie Ruden at the Career Development Office, if you feel that your virtual interview skills could use improvement. Also, you can read this article published by the Macaulay Career Development Office on [How to Ace A Virtual Interview](#).

## PREPARING FOR VIRTUAL MEETINGS AND CONFERENCES

If you are working remotely, it is very likely that video conferences with fellow employees will be the preferred method of project communication. When it comes to work-related video conferences, it is important to have your camera on. Having your camera on shows that you are truly engaged. Others in the group can see your facial expressions and that you are actively listening to what is being said. It is integral to a workspace that everyone feels heard. Since your camera is on, you should dress as if you were going into the office to meet with your colleagues. It shows that you take your job seriously and sets a tone of professionalism. When someone is speaking, it is important that you mute yourself so that there is no feedback audio. The point of a video conference is to get as close to the structure of an in-person meeting as possible, so do what is in your power to add to a sense of normalcy.



## WORKING FROM HOME

Before taking on the remote job search, one must ask themselves if they possess the discipline and passion remote work requires. When a manager is not looking over one's shoulder and there are no co-workers to hold you accountable, it can be hard to stay focused. It is important to come up with tactics to keep oneself on task while working from home. Read this article by vault about how you can [master working remotely](#). It is integral to one's success as a remote employee, that one maintains focus, time management, and clear lines of communication throughout the workday.

## TIME MANAGEMENT AND ORGANIZATION APPS

*Macaulay Honors College does not promote, sponsor, or have any affiliation with these apps.*

There are a multitude of time management and organization apps that can help one stay on course while working remotely.

Below is a list of apps that have been [remote worker](#) user approved.

### TIME AND PROJECT MANAGEMENT

[Trello](#) is a great (free) app for all aspects of remote work. It can be utilized from the job search: to organize companies, application status, interview times, and any other variables you would like to record. After securing a job, one can use the app to organize tasks and track the amount of time taken to complete assignments.

[Evernote](#) allows remote workers to share notes, research, calendars, and website links with their colleagues. This app aids in maintaining a steady workflow, connecting information for related projects, and keeping track of resources for team tasks.

### STAYING FOCUSED

[SelfControl](#) is an app that blocks distracting applications and sites on your computer for an allotted amount of time. It is easy to get distracted at work, so if you feel like you are having a hard time focusing, you can turn on this app so you have less options for distraction. This app helps remote workers self monitor their productivity and keep on task.





## **STAY CONNECTED WITH COLLEAGUES: SLACK AND EMAIL ETIQUETTE**

Keeping lines of communication open is integral to having a successful workplace, whether that workplace is a traditional office or your living room. Slack and email are two prominent lines of communication utilized by remote workers. Slack is a private workspace messaging system that allows employees to communicate with each other through direct message. Make sure that when you are working, that you are looking out for messages from your colleagues. It is important that you are keeping in contact with your fellow employees, so that you are all up to date on the task being completed. While communication is important, it is also important that you respect your colleague's time. It can be difficult to separate home from work when working remotely, which is why it is important to not message colleagues outside of work hours. This blurs the lines between work and home further, and disrupts the work life balance of your colleagues.



## KEY POINTS | REVIEW OF REMOTE WORK

- **Finding and then landing a remote job**, may seem daunting. However, if you employ search tools such as [Career Path](#), [Parker Dewey](#), [Solidgigs](#), and [Angellist](#) the search will be easier.
- **After searching for a job and applying**, one can read blogs from the [Career Development Office](#), [Vault](#), and from current remote workers to help prepare oneself for an interview.
- One can also contact Gianina Chrisman or Jamie Ruden at the Career Development Office to set up a **virtual mock interview**.
- You can also use tools such as [Skills2Succeed](#) and [Lynda](#) to get **certificates in hard and soft skills**, so that when you go on your interview you can show clear evidence of the skills you have to offer the employer.
- Following your successful interview, you can prepare for your new remote job by installing **free time management and focus apps** such as [Trello](#), [Evernote](#), and [SelfControl](#).