



# 5 Key Traits of Successful Remote Workers

## and tips for how to spot them in an interview

Hiring remote workers has become very common in recent years, but not everyone is cut out for this type of work model. What are the key elements required for success? How can we determine if someone has what it takes? Watching for these five traits and getting satisfactory answers to the questions we suggest will help you find the winners.

✓ **Self-Starter/Action Orientation:** Even without a to-do list being given to them they'll still find something meaningful and productive to do.

- Give me an example of a time when you took the initiative to make something happen without being directed to do so.
- How would you approach a new task that you've been assigned without being given much direction?
- Tell me about a time you had to make a decision with limited information.

✓ **Ability to Prioritize:** The importance or urgency of certain tasks can be unclear when working remotely. The most successful remote employees are able to focus on the right tasks at the right time.

- Tell me about a situation where you had numerous demands on your time and competing priorities. How did you resolve it?
- Describe a time when you delegated work successfully.
- Tell me about a time when you missed a deadline. What were the consequences? What did you do differently the next time you faced a deadline?

✓ **Proficient Writer:** Most communication in a remote team happens in writing – email, team chat, private messages, texts, etc. If someone struggles to write clearly and concisely, they'll struggle on a remote team. It is equally important to show tact in written communication as it is all too easy to come off as curt or insensitive.

- Describe the methods you use to keep stakeholders updated on the progress of your work.
- Describe a time when you were communicating in writing (email, text, etc.) and someone didn't understand you. What did you do?

✓ **Trustworthiness:** : If you can't trust the person you hire, then not being able to see them every day to track their productivity and time just isn't going to work. You must trust who you hire.

- Describe how you keep your manager informed about what is being accomplished in your work area.
- Tell me about a situation in which you were honest despite the potential negative impacts of doing so.
- How do you decide what is right and what is wrong?

✓ **Local Support Group:** If the only support system someone has is their work colleagues, then being a remote employee likely will be difficult for them. You need people who have outside support systems so they have people they can turn to and interact with on a daily basis.

- What professional organizations do you belong to?
- Tell me about your local professional support network.
- Do you have a mentor or someone you can turn to for professional advice?

## Contact Strategic Talent Management today

to discuss your remote employment needs and how we can solve your people challenges.



(207) 373-9301  
solutions@strategictalentmgmt.com  
www.strategictalentmgmt.com