



# Guide to make your remote hiring journey successful

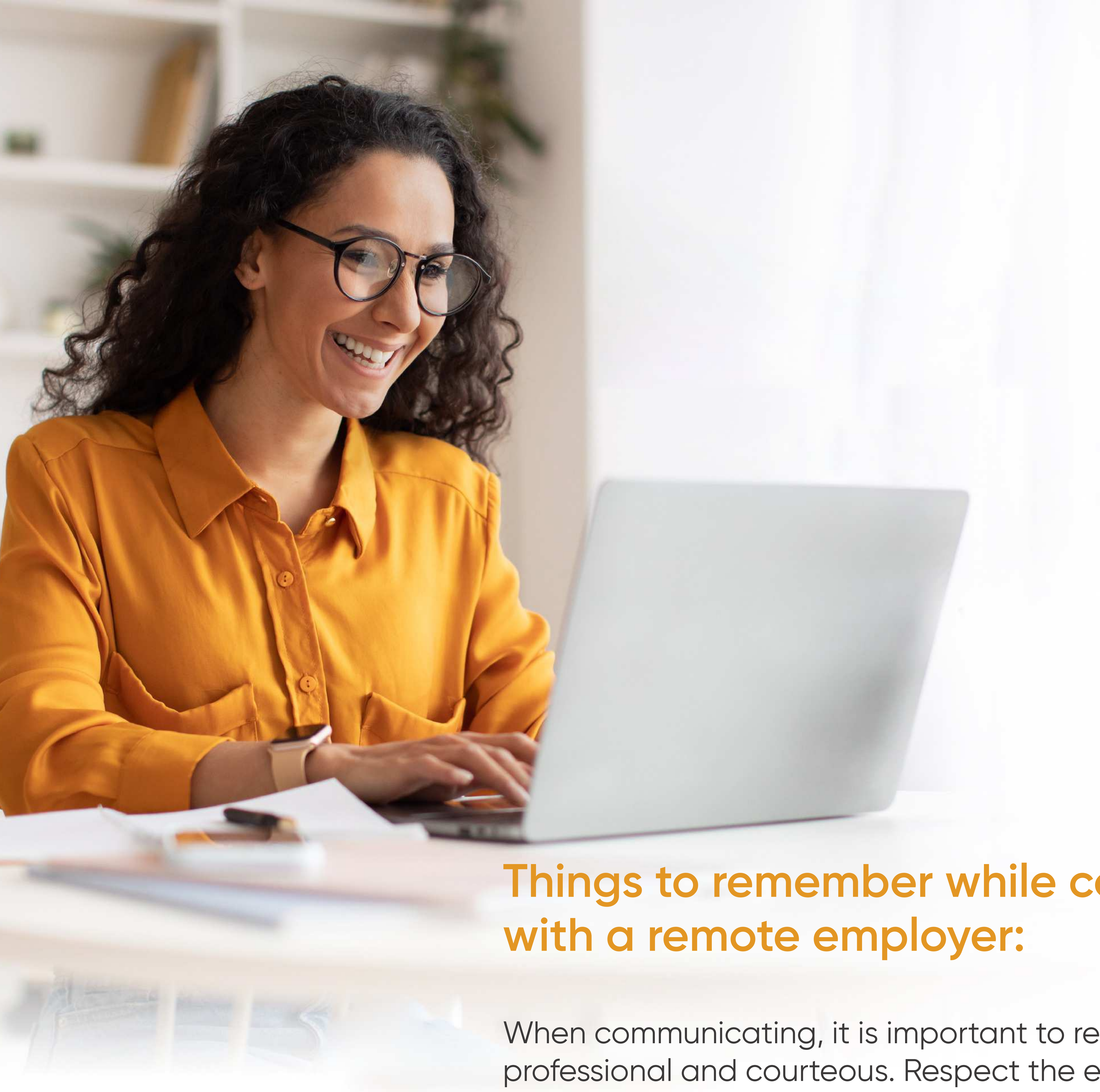
## The New Beginning

In 2023, remote work is becoming the future of work. With the increase in technology and more companies offering remote work options, it is only fit for everyone to understand the benefits and implications of remote work.

Remote work offers a range of advantages for both employers and employees, such as improved productivity, increased engagement, better work-life balance, and more access to global talent.

Additionally, it can benefit the environment by reducing carbon emissions and providing more job opportunities to people in different locations. Therefore, everyone must be aware that remote work is quickly becoming the norm for employers and employees.





## Things to remember while communicating with a remote employer:

When communicating, it is important to remember to be professional and courteous. Respect the employer's preferences and communication style, and be mindful of their time zone. Be proactive in communicating and be clear, consistent, and concise.

Provide detailed updates on your progress and ask questions if you need clarification. Additionally, remember to make time for casual conversations to get to know each other better. Lastly, remember to assume good intentions.

## Why should a company hire global talent?

International companies should hire global talent for a variety of reasons. Multiple countries are highly diverse and offer a range of skills and talent that can benefit any global enterprise. They are also well-known for their entrepreneurial spirit and dedication to hard work, which can benefit businesses looking to innovate and grow.

Additionally, employees from around the globe are well-versed in the latest technologies and trends, making them valuable assets for companies looking to stay ahead of the competition. Finally, hiring remote talent can help diversify any global team and provide insight into the unique cultural perspectives that employees bring to the table.



## What are the benefits of working remotely?

Working remotely has numerous benefits.

- 01 Working remotely improves productivity and performance, reduces costs, increases engagement, is more inclusive, and enhances global coverage.
- 02 Moreover, it can promote employee satisfaction and improve work-life balance.
- 03 Remote work can open up job opportunities to people in different locations, provide more flexibility, and allow companies to access talent worldwide.





## Some of the most common words used while remote working include:

**Agile:**

Agile is a project management method that divides tasks into small ones and ensures regular progress assessments.

**Synchronous Communication:**

Synchronous communication is that which takes place in real-time between two or more parties.

**Asynchronous Communication:**

Contrary to Synchronous communication, this form does not require immediate or real-time response.

**Blended Work Team:**

A team that includes virtual or remote workers and office-going workers is called a blended work team.

**Cloud Storage:**

Also known as online storage. It is a cloud computing model where digital data (like files and documents) are stored on remote servers accessed from the internet, or 'the cloud.'

**Collaboration Tools:**

Tools that help two or more people accomplish the same task more quickly and efficiently.

**Compliance:**

To conform to the common law, i.e., to follow a set of rules stated by the law of a country.

**Coworking:**

Coworking space refers to work arrangements where employees, remote workers, or freelancers from different companies share an office space.

**Digital Nomad:**

Digital Nomads are people who travel (often internationally) and work remotely.

**Employer of Record:**

Employer of record refers to an organization that takes responsibility for payment and tax compliances along with insurance and visa applications on behalf of another organization.

**Distributed Teams:**

Remote teams wherein team members spread across different time zones and geographies.

**Flex Time:**

Short for 'flexible time.' Employees are free to choose their working hours and schedule in this work engagement.

**Freelancer:**

Freelancer is a person who works for themselves and is organization independent.

**Hybrid Teams:**

A hybrid team is a team where some members work remotely, and some operate from co-located offices.

**Future of Work:**

Future of work is a new term that subsumes discussions around upcoming technologies, processes, working styles, etc., that will influence how humans work in the coming years.

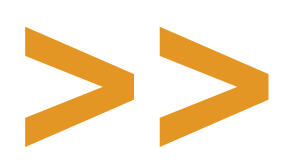
**Independent Contractor:**

Independent contractors are when employers onboard workers for a specific project for a defined period.

**Independent Contractor Compliance:**

It is abbreviated as IC Compliance. These are the set of laws and regulations that categorize some workers as independent contractors.



**Happy Hours:**

Another term for 'after-work hours.'

**Instant Message:**

Abbreviated to 'IM.' Instant Messaging is a form of an online chat between individuals or teams using a computer, smartphone, or other mobile devices.

**Internet of Things:**

Abbreviated as 'IoT.' It refers to objects embedded with technologies like software and sensors.

**Jellies:**

These are local groups of teleworkers that gather in public places to socialize and collaborate.

**Job Sharing:**

When two or more part-time employees fill one position to achieve a task, this collaboration refers to job sharing.

**Location-independent/Agnostic Location:**

Location independent is a workstyle wherein a person's job isn't affected by location.

**Mobile Worker:**

Another term for a teleworker.

**Offshoring:**

When a company sets up a part of its operations overseas, it is called offshoring.

**Outsourcing:**

Contracting or subcontracting work to a 3rd party company specializing in a particular process is known as outsourcing.

**Professional Employer Organization:**

Abbreviated as 'PEO.' It is an organization that provides human resources, consulting, compliance, training, and development services to small and medium enterprises.

**Open Plan:**

An open plan is a room or building with almost no walls, divisions, or cubicles.

**Remote Curious:**

Remote curious refers to an organization interested in transitioning to a remote work setup.

**Remote-First:**

An organization in which all employees work remotely.

**Remote-Friendly:**

A culture that allows people to work remotely.

**Blended Work Week:**

A blended work week is when an organization uses a combination of employees with different work arrangements, such as part-time, full-time, temporary, seasonal, contract, and permanent, to meet its needs.

**EOD:**

EOD stands for End of Day and refers to the end of the work or business day.

**EOM:**

EOM stands for End of Month and refers to the end of the month.

**EOT:**

EOT stands for End of Transaction and refers to the completion of a financial transaction.

**ESP:**

ESP stands for Electronic Service Provider and refers to a company that provides electronic services.



## Conclusion:

Working remotely can provide a wide range of benefits for the employee. Remote work can lead to greater flexibility, a better work-life balance, and the ability to work in an environment that is comfortable and conducive to productivity. Additionally, remote work can save you time and money, as you don't have to commute to an office and can often use the time you save for other activities.

Overall, remote work is a valuable option for many people and organizations, and it's likely to become even more popular. By embracing remote work and making it a core part of your work life, you can open up a world of new opportunities and benefits for yourself and the organization. It also can be beneficial in terms of career development and learning. You may have more time for professional development, online courses, and networking.

