

Hiring Work Shifters Cheat Sheet

Are you ready to interview the next work shifter on your team? Use these seven signs of effective teleworkers to see if your next candidate is the right person to telecommute for you.

1. Clear Writing

Writing well is the single most important skill for a teleworker.

- Check their resume
- Look for blogs
- Start an email conversation

2. Accepting Criticisms

Interpersonal issues are more difficult to solve out of the office. Teleworkers have to accept criticism well.

- Ask them about people they've had trouble working with in the past
- Check how they resolve disputes online

3. Quickly Learning Conventions

Every team has specific conventions and ways of working. Good telecommuters figure those conventions out on their own.

- Does their work look the same for every company
- Ask them how they'll learn to work with you

4. Self-sufficiency

Telecommuting comes with freedoms and responsibilities. Effective telecommuters solve problems and plan ahead without being told.

Ask your candidates their plans for:

- Their home office
- Internet connections
- What tools they'll need

Read more about working anywhere from everywhere at [The One Minute Commute](#).

- Computer support
- Backups
- Data security

5. Staying Motivated

Good teleworkers stay motivated.

- Are they excited (or can they fake it)
- Do they have long term hobbies
- Were they proactive in their previous jobs

6. Showing Their Work

It isn't enough to do the work, you have to show the work.

- Can they show you their work from previous jobs
- Can they show you old status reports
- Do they have a plan for how often they'll check in with your team

7. Being Consistent

In the office you can walk over to someone's cube. Out of it you have no way to find them if they aren't consistent.

- Get their work plan
- Ask for commitments

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