

THE ULTIMATE GUIDE TO REMOTE WORKING

JULY EDITION

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Remote working has gone from a nice-to-have perk to a standard part of the modern workplace. Whether you're a jobseeker looking to land your first remote role or an employer building a distributed team, this guide will help you understand the key strategies, tools, and best practices for working successfully from anywhere.

What is Remote Working?

Remote working (or working from home/WFH) allows professionals to perform their job duties outside of a traditional office environment. This could mean working from home, a co-working space, or even abroad.

Benefits of Remote Working

For Employees:

- Greater flexibility and autonomy
- Improved work-life balance
- Reduced commuting time and costs
- Access to wider job markets

For Employers:

- Increased productivity and job satisfaction
- Lower overheads (less need for physical office space)
- Access to a larger talent pool
- Reduced absenteeism and turnover

Essential Tools for Remote Work

To stay connected and productive remotely, here are some must-have tools:

1. Communication & Collaboration

- Slack, Microsoft Teams, Zoom, Google Meet

2. Project Management

- Trello, Asana, Monday.com, Notion

3. Cloud Storage

- Google Drive, Dropbox, OneDrive

4. Time & Productivity

- Toggl, RescueTime, Clockify

5. Cybersecurity

- VPNs, password managers (e.g., LastPass), 2FA tools

Tips for Remote Workers

Set a Routine:

Start and finish at the same time each day to maintain structure.

Create a Dedicated Workspace:

Keep work separate from your personal life for better focus.

Stay Connected:

Check in regularly with your team and manager.

Take Breaks:

Move around, get fresh air, and avoid burnout.

Communicate Clearly:

With less face-to-face interaction, written communication becomes key.

Stay Secure:

Use strong passwords, secure Wi-Fi, and company-approved devices.

For Employers: Managing Remote Teams Effectively

1. Focus on Output, Not Hours

Trust employees to manage their time and deliver results.

2. Foster a Culture of Communication

Regular check-ins, video calls, and feedback loops are essential.

3. Support Mental Wellbeing

Offer flexibility, encourage breaks, and provide mental health resources.

4. Invest in Training

Remote employees still need development opportunities. Offer virtual learning!

5. Be Clear About Expectations

Job descriptions, deadlines, KPIs, and availability hours should be clearly defined.

Is Remote Work Right for You or Your Business?

Not every role or person is suited to remote work. It requires self-motivation, clear communication, and the right technology. If you're hiring for remote roles, be sure to assess candidates for independence, time management, and adaptability.

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