

INTERNATIONAL
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Finding Your Perfect Remote Employee

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Learning Objectives

By the end of this session, participants will be able to:

- Conduct a development team needs assessment, identifying the knowledge, skills and abilities needed to build the optimal team with remote employees;
- Develop a job description that attracts the optimal remote team member;
- Create a robust screening system that identifies the best potential members while still being in compliance with various non-discrimination hiring laws; and
- Assemble the components needed to create a culture of efficiency, productivity and development success that includes your remote team members;
- Identify and neutralize challenges when managing remote employees.

Assess Your Staff Member Needs

Determine the essential components of the optimal development employee:

- Knowledge
- Skills
- Abilities

Assess Your Staff Member Needs

Determine the essential components of the optimal development employee:

- Attitude/behavior
- Work habits
- Culture
- Experience

Describing It Just Right

Translate the needs assessment into a functional job description:

- Priorities – knowledge, skills abilities or work experience
- Avoid the jargon trap
- Specificity is key
- Sample Job Description handout

The Search

Create a screening process that makes finding “the one” easier:

- Types of questions (Sample Questions handout)
- Testing
- The interview environment
- Making it a team effort
- Following the law

Creating the Culture

Once your team is in place, create a culture to help them succeed:

- Management styles
- Avoiding the micro-management trap
- Setting the team up for success

Creating the Culture

Once your team is in place, create a culture to help them succeed:

- Celebrating success
- Evaluate, evaluate, evaluate (Sample Performance Evaluations Handouts)
- Communication is key

Neutralize Challenges

Challenges:

- Different Time Zones
- Communication
- Tracking Productivity
- Trust
- Company Comradery

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