



# Bootcamp Training on Hiring Remote Employees

# Why Hire Remote Employees

Did you know 38% of full-time employees are expected to be working remotely within the next decade? Many think the growth of remote work is only because employees want more flexibility in their work schedules, but in reality, companies enjoy the benefits of hiring remote employees too! Here are the top 7 company benefits of remote hiring: coverage across time zones, higher productivity rates, easier access to top talent, lower costs, better health, and environmental sustainability.

## 1 Coverage Across Time Zones

If you have clients throughout the country or globe, remote employees are the best way to cover multiple time zones more effectively.



38%

...OF FULL-TIME EMPLOYEES  
ARE EXPECTED TO BE WORKING  
REMOTELY WITHIN THE NEXT DECADE

## 2 Higher Productivity Rates

Businesses lose an average of \$600 billion each year from workplace distractions alone, but employee absences due to weather, roadway problems, and illness are another reason for lower productivity. Remote employees can work through these situations. When AT&T started using more remote workers, they found that the remote employees worked 5 more hours compared to their office counterparts. When American Express took this initiative, their remote workers produced 43% more than those working at the office.

## 3 Easier Access to Top Talent

For many companies, hiring talent within a small geographical location is limiting. Hiring remote reaches the best talent for the position, rather than just reaching candidates that are convenient. As an extra bonus, since remote positions are appealing, it also gives your business a competitive edge by offering candidates an additional reason to accept your offer.

**\$600**  
BILLION

...LOST BY BUSINESSES EACH YEAR  
FROM WORKPLACE DISTRACTIONS

**43%**

MORE PRODUCTION FROM  
REMOTE WORKERS COMPARED TO  
OFFICE WORKERS



#### 4 **Lower Cost**

Remote employees allow companies to maintain a smaller office space while continuing to scale their team. Simultaneously, companies save on variable costs like laptops, desks, and other office supplies. On average, employers save over \$11,000 for each employee who works remotely half of the time per year. That means over \$20,000 saved for each fully remote employee!

#### 5 **Better Health**

Working remote promotes better health. It decreases exposure to common illnesses and gives more recovery time if employees do become sick. Also, with less time spent on commuting every day, remote employees have more time for physical activity to promote health and well-being.

.....  
**\$20**  
THOUSAND

...SAVED YEARLY BY EACH FULLY  
REMOTE EMPLOYEE



## 6 Higher Employee Retention

More employees are searching for jobs with flexibility. In fact, 82% of millennials say they'd be more loyal to an employer if they had flexibility. Adding this flexibility into the work-life of employees increases job satisfaction and retention rates. We also know that people leave their jobs when they move or start a family. Remote work gives these employees the opportunity to stay with the same company no matter their location, and gives flexibility for those who are new moms and dads.

## 7 Going green

Many companies are taking initiatives towards environmental sustainability, and shifting to remote work is one way to accomplish that goal. With 24.7 million employees working from home, remote workers can reduce transportation-related carbon emissions by 69%, energy consumption by 3.3%, and save 2.47 trillion pounds of paper each year.

24.7  
MILLION

EMPLOYEES WORKING FROM HOME

69%

REDUCTION IN TRANSPORTATION-  
RELATED CARBON EMISSIONS BY  
REMOTE EMPLOYEES

## HERE'S THE DRILL

# 3 Steps to Hiring Remote Employees

## 1 *Finding the Perfect Talent*

Finding talent is one of the most difficult and costly steps in the hiring process. On average, companies lose between 1-2.5% of their revenue on the time it takes to hire a new employee. With hundreds of applications to filter through and dozens of interviews to conduct, it's no wonder that the average hiring process in the U.S. is 23 days. It's easy to become overwhelmed in this initial hiring step, but as you begin to sort through applications, these are the top 5 traits to look for when hiring a remote employee:

1-2.5%  
OF REVENUE

...LOST BY COMPANIES ON THE TIME  
IT TAKES TO HIRE A NEW EMPLOYEE

23 DAYS

...ON AVERAGE TO HIRE AN  
EMPLOYEE IN THE U.S.

## Company Culture Fit

Assessing the culture fit of employees is the most important part of finding a remote employee. 30% of job seekers have left a job within 90 days of starting, and state that company culture was a top reason that drove them away. Understand the personality of potential hires and whether or not they would be a good team player. This involves understanding what gets them excited about work, how they handle stress, the type of management style they work well with, and what a successful company culture looks like to them.

## Self-Motivated

66% of managers say they look for candidates that are self-motivated. With remote employees, it is more challenging to have check-ins to explain new projects and help them get started. Remote workers need to be self-motivated to start tasks with minimal guidance and complete them without being constantly monitored.

## Have Necessary Remote Supplies

When hiring remote employees, check that they are ready to work remote as they will likely need access to WiFi and a personal computer or laptop.



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WITHIN 90 DAYS OF STARTING



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FOR CANDIDATES THAT ARE  
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## Organized

Remote workers need to be organized in their task management and time management. They'll likely be working on multiple projects at once with minimal supervision from direct managers. Therefore, they must be able to prioritize multiple projects based on what is truly impactful rather than just completing and checking off the easiest tasks. 57% of managers look for candidates that are organized and can manage multiple priorities, and when it comes to searching for remote workers, you should be looking for this trait too.

## Strong Communicator

Effective written and verbal communication skills are a must. Remote workers need to be able to communicate clearly and quickly, especially in writing, since in-person meetings are usually not an option. The best remote employees are aware of how their work fits into the tasks and projects of other employees and are over-communicative to ensure timelines stay intact.



... OF MANAGERS LOOK  
FOR CANDIDATES THAT ARE  
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MULTIPLE PRIORITIES

## 2 *Onboarding New Hires*

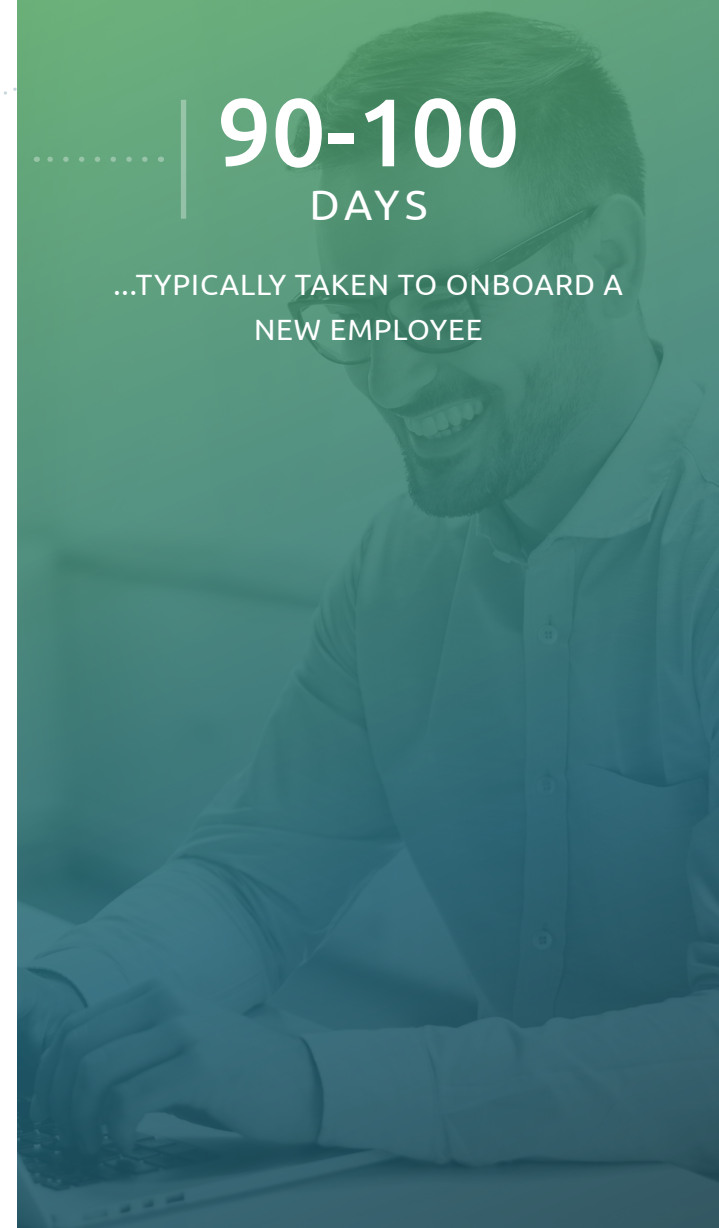
Now that you've hired a remote employee, it's time to start the onboarding processes! Onboarding is a lengthy process that typically takes 90-100 days, but it is an essential step for remote workers. Here are the three most important steps of the onboarding process:

### **The Big Welcome**

Virtually introduce your new employee to other members of the team and make sure the new hire has access to all the resources, software, and tools needed to do their work. This includes any email systems, instant messaging systems, project management systems, CRMs, etc. It will take some time for them to adjust to these new tools, so consider spending time to teach new hires the best practices for how to use and manage them. This is especially important for any project management system that you use, such as Trello or Asana. Project management softwares are used to track their work and monitor their progress through a project, so make sure they are well trained on how to use and manage these tools on their own.

..... | **90-100**  
DAYS

...TYPICALLY TAKEN TO ONBOARD A  
NEW EMPLOYEE



## Technical Training

Technical training usually takes place between the new hire and direct manager or supervisor and will take a large chunk of time out of the manager's schedule. It's suggested that managers spend 6 hours each week with employees on a normal basis. However, during onboarding, that number can be much higher. During the technical training sessions, train new hires on day-to-day procedures for the projects they will be completing on a regular basis. Since remote employees don't have the luxury of having in-person training sessions, video conferencing is a great option for live discussion. This gives the new hire a chance to ask any questions that they may have. Recorded videos and written process documents are also great tactics for more standardized procedures. At some point during the technical training, take the time to lay out performance expectations and discuss goals together, as this helps to motivate employees and allow them to reflect on their performance over time.

## TRAINING METHODS



LIVE OR RECORDED VIDEO



WRITTEN PROCESS DOCUMENTS

6+  
HOURS

...SHOULD BE SPENT EACH WEEK  
WITH EMPLOYEES



## HR Essentials

Make sure you have an HR representative and compliance manager during the onboarding process, as new hires often have questions about company policies and benefits. There are several steps that must be taken, including setting a payroll schedule, determining withholdings, and filing various tax forms, so allow your HR representative or HR team plenty of time to get everything in order for your new hire.

## HR ESSENTIAL STEPS

- Set a Payroll Schedule
- Determine Withholdings
- Pay the FUTA Tax
- Know Your Penalties
- Keep Specific Forms on File: W-4, I-9, New Hire Forms, and More

## 3 *Keeping Employees Engaged Over Time*

After a remote employee is onboarded, one of the biggest challenges is keeping them engaged. In fact, 21% of remote employees state that the biggest challenge of working remotely is loneliness. The same percentage stated that collaboration and communication was also a major challenge. How can you avoid this?

### **Virtual Events**

Hold virtual events on a regular basis to engage remote employees. Host company-wide meetings through video conferences to introduce new team members and give big company updates. Start a book club with regular meetings for discussions, hold lunch-and-learn presentations, or implement competitive initiatives among team members online, such as a team challenge to develop a presentation for a new product or service.



... OF REMOTE EMPLOYEES STATE  
THAT THE BIGGEST CHALLENGE OF  
WORKING REMOTELY IS LONELINESS

## Remote Work Tools

Use remote work tools that make it easier for your remote employees to communicate with the rest of the team. This could include incorporating instant messaging tools like Slack, video conferencing platforms like Zoom or Skype, or project management software like Trello or Asana. These software platforms help keep remote employees engaged and keep them up to date on project statuses.

## Continued Management Support

Provide management support to continue to train remote workers throughout their time at your company. Schedule regular meetings with remote employees to answer any questions they have or train them on a new task. Offer them resources and guides for learning, or consider investing in an online training and certification program such as Lynda or Litmos.

## Set Expectations and Goals

# TOOLS

TO KNOW



Skype  
for Business



asana



lynda.com

SAP Litmos 



### STEP 3 • 3 STEPS TO HIRING REMOTE EMPLOYEES

Expectation and goal-setting strategies keep remote employees engaged by constantly giving them something to aim for. Hold them accountable to these goals and push them to improve if they aren't being met. With this encouragement, employees feel that their input matters and will put forth greater effort into their performance.



# What's Next? Scale Your Remote Team

An effective way to grow your company quickly is by building a team of remote employees. Workforce demands are always shifting, but hiring remote employees allows you to scale-up or scale-down your teams to meet demand. Here are the keys to scaling your team with remote employees:

## Consistency

Approach each new hire with the same qualification, hiring, and onboarding process to ensure you are hiring the best talent you can. Also, maintain consistency in the way you talk about your business to candidates. If you advertise your business and company culture accurately, you'll be more likely to find talent that fits naturally in your company.

## KEYS TO SCALING

Consistency

Don't Rush

Communication

Efficiency

Proper  
Documentation

## Don't Rush

If you want to retain employees and reduce turnover, it will take time to find talent that really fits with your needs. It costs a minimum of 15% of an employee's annual salary to hire a replacement, so allow for plenty of time to research and interview candidates to find the best members for your team and avoid turnover.

## Communication

86% of executives say that ineffective communication is one of the top reasons for workplace failures. These failures can interrupt your company growth, so in order to scale, your team has to be on the same page and working towards the same goal. Have consistent, clear communication to keep your remote team in the loop as your business scales.



15%

THE MINIMUM AMOUNT OF AN  
EMPLOYEE'S ANNUAL SALARY TO  
HIRE A REPLACEMENT



86%

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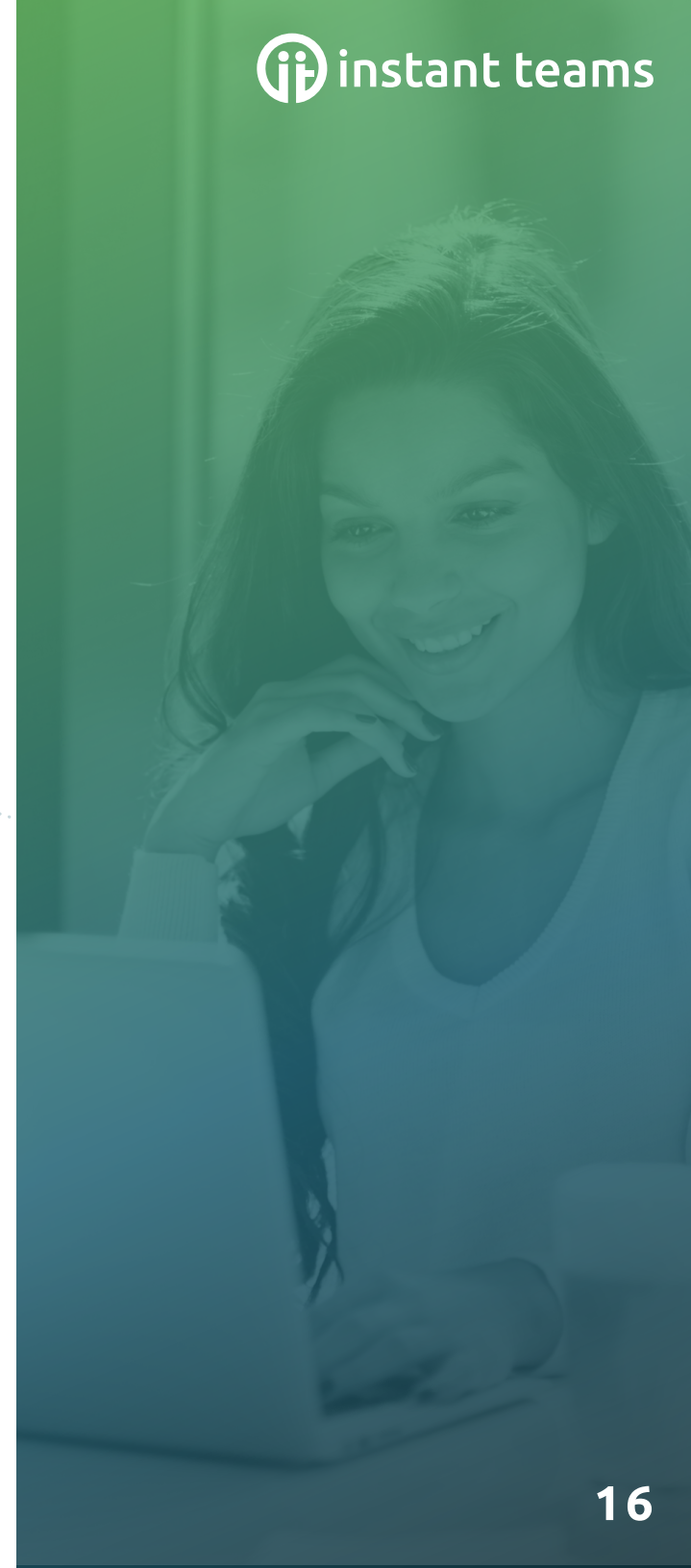


## Efficiency

Have employees keep track of how much time they spend on different projects to help them monitor and improve their own efficiency. This gives them ownership of their performance outcomes and shows them where they can improve. When each person is taking responsibility for improving efficiency, your team can easily begin to scale.

## Proper Documentation

When you start to scale, documentation can become messy, so it is critical to find a solution to organize documents and have easy access to them when needed. Documentation is especially important for employment records; make sure any and all employment contracts, payroll information, tax information, and so on is stored in a secured location, but can still be accessed by managers when needed. You should also have clear training documentation. Make sure you have an understanding of who knows what, so you don't waste time training someone on what they already know. A centralized onboarding folder or an online training program like Litmos or Lynda can help keep track of which lessons new employees have already completed.



*The entire hiring and scaling process can be time-consuming, costly, and difficult. Luckily, there are solutions like Instant Teams that can help you if you are low on time and resources.*

# Simplify the Process of Hiring Remote Employees

The hiring process consumes both time and money from your company, but building your remote team with Instant Teams can solve this challenge. Instant Teams makes hiring remote employees easy by managing all four steps of the hiring process and helping your business scale:

## 1 Finding Talent

Our application and vetting process assesses the education experience, past work experience, culture fit, personality, and remote suitability of each candidate to ensure adaptability to your team. The average hiring process in the U.S. takes 23 days, so you'll save countless hours on finding talent when you partner with Instant Teams. Not to mention, 71% of those employed through Instant Teams have skills and experience beyond the requirements of their current positions.



...OF THOSE EMPLOYED THROUGH  
INSTANT TEAMS HAVE SKILLS  
AND EXPERIENCE BEYOND  
THE REQUIREMENTS OF THEIR  
CURRENT POSITIONS



## 2 Onboarding

We provide the functionality of not only a recruiter, but also a hiring manager, HR compliance manager, and payroll manager, making us a “one-stop-shop” for the remote hiring process. We work to take care of the entire onboarding process, so you can focus on running your business.

## 3 Keep Remote Employees Engaged

We're experts in keeping remote workers engaged and happy by hosting virtual events, providing the remote policy tools needed to complete work, and offering team support structures to make sure your remote team members feel connected.

## 4 Scaling

Our model of remote team assembly allows your team to grow on demand. We hire employees using a month-to-month contract, so you're not tied down to long-term commitments.

### MORE ABOUT OUR TALENT COMMUNITY



49%

...HOLD A BACHELOR'S DEGREE



22%

...HAVE OBTAINED A  
MASTER'S DEGREE.



59%

...OF THIS SKILLED WORKFORCE  
ARE IN BUSINESS, EDUCATION,  
SCIENCE, AND TECH INDUSTRIES



*Are you ready to hire remote employees  
and scale your team?*

**CREATE YOUR TEAM**