Vervoe Interview Guide

Remote Worker

This interview guide is intended to be used in conjunction with the Vervoe skills assessment. Where a candidate has scored Low - Medium on a skill, focus on asking more questions from that skill to gain deeper insight into their level of competency.

| Assessment score (%) | **HIGH** **MEDIUM** **LOW** |
| Assessment Skills | Communication, Time Management, Initiative, Work Preferences |

Competency/Skill	Candidate with this will display	Low	Medium	High
Communication	• Ability to utilize multiple mediums to stay connected with remote teams in various time zones • Understanding that communication isn't always instant • Confidence in raising issues when they arise • Confidence in building relationships with remote team members and open to ideas about how			
Questions				
	Communication with remote work can sometimes be challenging due to not physically working with your teammates. How would you (or have you in the past) maintain effective and up to date communication with your teammates and managers?			
	How would you manage or communicate issues when you're working remotely?			
	How would you go about building relationships with people within the business and your stakeholders in remote work?			

Comments

Time Management/Organization

Competency/Skill	Candidate with this will display	Low	Medium	High
Time Management / Organization	• Solid practices in place to manage their time despite distractions and limited company processes or supervision • Self-starter who can remain focused • Keeps themselves and the team accountable for the completion of tasks on a deadline.			
Questions				
	How do you manage your time when you're always at home/work?			
	What tools do you use to manage your time when you don't physically have an office to go to work for?			
	Working with remote teams often means that you are reliant on other people to complete work within a specified timeframe to enable you to do your own. How would you hold yourself, and others, accountable to timeframes?			
	How do you keep track of concurrent projects and deadlines?			
	What software have you used in terms of videoconferencing or remote working?			

Comments

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Initiative/Work Ethic

Competency/Skill	Candidate with this will display	Low	Medium	High
Initiative/Work Ethic	• Demonstrated ability to work independently and maintain focus • Self-starter with a high tolerance of ambiguity - can make decisions based on limited information • Takes it upon themselves to seek feedback and learn in order to improve their work • Demonstrates high reliability to maintain work output in the absence of supervision • Understands the challenges of remote work and has ideas or strategies in place around how to combat these			
Questions				
	Remote working means that a lot of the team keeps different hours and potentially different time zones. Sometimes you will need answers or assistance in times where there is no one available. Tell me about a time where you have had a problem that you had to troubleshoot on your own.			
	How do you keep up with industry news?			
	How do you seek feedback in your role when you're working remotely without direct supervision from your managers?			
	How do you motivate yourself when you don't have people working around you or checking up on the progress of projects?			
	What do you think would be the biggest challenge of remote working? How would you overcome this?			

Comments

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Work Preferences

Competency/Skill	Candidate with this will display	Low	Medium	High
Work Preferences	• Introspection of their own work preferences and when / where they are most productive • Personal insight to their own limitations and boundaries			
Questions				
	What kind of hours do you work when you are working remotely?			
	Are you more productive in the morning or afternoons?			
	Do you have experience working remotely? Tell me about it.			
	Working remotely often entails meetings with stakeholders in different time zones. How would you manage this with your own schedule?			
	Sometimes there can be a fine line between work and time-off when working remotely. How do you set boundaries to ensure that you can also switch off if you're always 'at work'?			

Comments

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Adaptability

Competency/Skill	Candidate with this will display	Low	Medium	High
Adaptability	• Doesn't need defined processes or procedures in place and can work effectively in ambiguity • Agile and able to change direction with short notice and little disruption			
Questions				
	Working remotely often means working with an unstable internet connection, working with people who speak different languages, in different timezones, working when and where you can. How would you adapt to these environments?			
	Describe a time where you have had to make a decision based on limited information. This is often the case with remote work as your colleagues work in different time zones.			
	Sometimes things change very quickly in this business and with remote working, decisions can be made overnight that can change the direction of the work you're doing. Tell me about a time where a project or your role has quickly changed direction and how did you deal with it?			

Comments

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