

TIPS REGARDING UPDATING JOB DESCRIPTIONS WITH REMOTE LANGUAGE

Whether working in a full remote or a hybrid work environment, job descriptions must be updated to include the remote work environment. A well-written job description describes not only the essential functions of a job, it describes what the employee must do, how they have to do it, and how their performance will be measured. Remote work is not for everyone, so in order to find top talent, it is important to include several remote-specific elements in a job description. The trick to writing a remote job description for work-at-home roles is in providing context and clarity.

Some tips to utilize include the following:

First step is to check with your Human Resources Department to see if they have sample job descriptions with remote language included in them for your review.

If your Human Resources Department does not have remote job descriptions they can share, you should make sure that the essential job functions are still the same. In most cases, they will be.

If the job is totally remote, make sure that is reflected in the job title when posting the job.

Use inclusive language like gender-neutral language to increase diversity in your hiring pool.

Be honest about what the job entails and include the less savory aspects of the job even if they might be deal-breakers or you will most likely have a problem retaining the employee.

Use the right remote keywords so consider adding the common remote keywords to your job description (work at home, work from home, remote, distributed, work from anywhere, virtual, home office).

Make sure you define what flexible means as remote jobs can have a certain level of flexibility when it comes to work hours. If staff must be on during certain hours per your human resources department's remote work policy, spell that out clearly in the job description. Also be sure to include what the hours are per time zone in case they work from another time zone.

Clarify the location about remote work. A common misconception about remote work is that someone can live anywhere and still work for a remote company, but that is not always the case. Many remote companies (and around 95% of remote jobs) have location requirements for tax purposes and/or local employment laws. Some companies allow employees to work from home, but they must live close to the office for

meetings or to be near the client base. It may be a good idea to spell out the reason why they need to live close if that is the requirement.

Spell out if there are additional location requirements. An example would be, due to working with sensitive information, the remote employee may not work in a coffee shop, etc. or you may not want employees logging into a company server from a public wi-fi connection.

Describe the equipment and technology the employee will need. Do they need a certain type of computer, software, internet speed or VPN? Also describe all the equipment the employer will provide to the remote employee as well as technical support. If equipment stipends are made available to the remote worker, include that information as well. If certain licenses are needed for the software required, who will pay for it also needs to be included.

If the employer offers mandatory on-site meetings during the year, spell it out but you do not need to list specific dates/times.

For the hybrid work arrangement, be specific of where the work takes place while on site and how often an employee can or may need to work onsite. Often, space on site must be reserved so be sure to include that information too.

If posting the job, make sure to include the expectations around the job interview meaning will it need to be on site or is it virtually or by phone. Also make sure potential candidates get a good idea about what your company is about as they may never set foot inside your building. It is also a good idea to list the percentage of how many of your workforce is remote. You might also want to require the candidate to disclose previous prior experience working remotely and how they handle balancing work-from-home responsibilities because it is a skill like any other. Those with experience may be better suited for longer term roles. If it applies to the job, emphasize teamwork and collaboration as well.

Lastly, once you update your remote job description(s), please review them with your Human Resources Department to make sure they will be approved as written to make sure you are complying with your organizations requirements, state laws, etc.