

ER | ELENA RAILEANU
CAREER COACHING

a recruiter's guide

HOW TO LAND A REMOTE OR HYBRID JOB

Where to find real remote roles, how to prove you'll thrive without an office, and how to spot the scams that target remote job seekers.

Remote and hybrid jobs are among the most searched-for roles, which also makes them among the most competitive. A fully remote posting can draw applicants from across the country, or the world.

The good news: most remote job seekers make the same mistakes, which means a few smart moves can put you ahead. This guide covers where to find legitimate remote roles, how to prove you'll thrive without an office, and how to avoid the scams that target remote job seekers.

In this guide

1. Know what "remote" really means
2. Where to find remote and hybrid jobs
3. Prove you can work remotely
4. Ace the video interview
5. Spot remote job scams
6. Negotiate flexibility
7. Your remote job search checklist

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1. Know what "remote" really means

"Remote" can mean very different things. Read postings carefully and ask early:

- **Fully remote, work from anywhere,** which is rare, often with time zone limits.
- **Remote within a country or state,** which is common, because of tax and employment law rules.
- **Remote with travel,** such as quarterly team meetings.
- **Hybrid,** meaning a set number of office days. Ask how many, which days, and whether that's changing.

Hybrid roles often have less competition than fully remote ones, because applicants must live within commuting distance. If you can go into an office a few days a week, don't overlook them.

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2. Where to find remote and hybrid jobs

- **Major job boards** like LinkedIn and Indeed, using the remote and hybrid filters.
- **Remote-focused job boards** that specialize in distributed teams.

- **Company career pages** of businesses known for remote work. Many companies post openings on their own site first.
- **Your network.** Ask, "Is your team hiring, and do they hire remotely?" Referrals matter even more when hundreds of people apply online.

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3. Prove you can work remotely

Employers hiring remote workers worry about one thing: can you deliver without supervision? Show them.

- **Add remote experience to your resume.** "Led a team of 6 across 3 time zones" or "Managed client projects fully remotely for 2 years."
- **Name your tools.** Zoom, Teams, Slack, Asana, Google Workspace, or whatever you've used to collaborate.
- **Highlight written communication.** Remote teams run on clear writing. Your application emails are your first writing sample.
- **Show self-management.** Share examples of meeting deadlines and goals without someone checking in.

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4. Ace the video interview

For a remote job, the video interview is also a test of how you'll show up every day.

- Test your camera, microphone, and internet connection beforehand.
- Put the camera at eye level and the light in front of you, not behind you.
- Use a clean, quiet background.
- Look at the camera when you speak, not at your own face.
- Have a backup plan, like a phone hotspot, and the interviewer's phone number.
- Prepare an answer to "How do you stay productive and connected when working remotely?"

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5. Spot remote job scams

Scammers target remote job seekers because they know people want flexibility. Watch for these red flags:

Red flag	What to do
You're asked to pay for equipment, training, or a background check	**Stop. Legitimate employers don't charge you to work.**
They send a check and ask you to buy equipment or send money back	**Don't deposit it. This is a common fake-check scam.**
The interview happens only over text or chat apps	**Ask for a video call with a named person you can verify on LinkedIn.**
The offer comes instantly, with pay far above the market	**Research the company and role independently.**
They ask for your bank or Social Security details before a formal offer	**Don't share them until you've verified the company and have a written offer.**
The email comes from a personal address, not the company domain	**Contact the company directly through its official website.**

6. Negotiate flexibility

If a role you want is in office or hybrid, flexibility can still be negotiable, especially once they've decided they want you. Make the request about results, not convenience:

> SCRIPT
>
> "I'm excited about this offer. In my last role I worked remotely two days a week and consistently hit my targets. Would you be open to a similar arrangement, perhaps starting with a 90-day trial?"

7. Your remote job search checklist

1. Decide whether you're open to hybrid as well as fully remote.
2. Set job alerts with remote and hybrid filters on two or three boards.
3. Add remote experience, tools, and self-management examples to your resume.
4. Ask your network about remote-friendly teams that are hiring.
5. Set up your video interview space and test it.

6. Check every offer against the scam red flags.
7. Prepare your flexibility request before the offer stage.

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Two hours, live, with a small group. Practice real conversations and leave with scripts you can use the next day.

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