

# HIRING AND RETAINING REMOTE EMPLOYEES CHECKLIST



**Build an employer brand online that they can believe in, both on your website and on job boards.**

**Pro tip:** share employee testimonials to help prospective hires relate!

**Pro-tip:** Remember to thoughtfully respond to reviews, and remember to talk to prospective employees on social media channels.

**Find and Utilize Remote Work Job Boards**

**Pro-tip:** don't forget to specify whether a job offer is remote or not.

**Use Remote Communication Techniques To Interview Candidates**

**Pro-tip:** Interviewing a potential remote employee in person is a hassle- utilize technology like Zoom or phone interviews instead.

**Pro-tip:** If you choose to use the on-demand video hiring process, ensure your hiring team follows up.

**Get Referrals from current employees**

**Build the Right Compensation Package**

**Pro-tip:** Cost of living varies everywhere, so make sure to find your middle ground, and then consider benefits, time off, and even stock options. These can all sweeten the deal and make your potential hire more inclined to take the job.