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What is working remotely?

Working remotely is a style of working that allows you to work outside of a traditional office, whether at home, in a co-working space, at a coffee shop or other location. While businesses have offered remote working to some employees for a number of years, it has become increasingly popular as internet bandwidth, WiFi and other related technologies have advanced. Now it is common to see working remotely offered in job postings to attract quality candidates. Not only does it appeal to those who want a more flexible work arrangement, but it also means candidates don't have to relocate to accept a job.

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Types of Telecommuting

- **Remote work:** A remote worker performs their work from a location other than their employer's physical office, such as from a coworking space, park or coffee shop. These employees may be obligated to travel to their company's office for occasional meetings. People who travel for the majority of their work, such as salespeople, can also be described as having a remote job.
- **Virtual job:** This position provides 100% location independence. Virtual jobs have no obligation for the employee to work in an office. Companies with this position often have no physical offices and may primarily employ contractors. While you may still need to work from a specific area for the company's tax and regulatory needs, virtual jobs offer a lot of flexibility.
- **Work-from-home job:** This position may or may not require you to have a home office. It may also require you to be available during standard business hours. However, a growing number of companies evaluate how their employees meet deadlines and provide results rather than try to manage how employees use their time. [...]

Pros and cons of telecommuting

While teleworking can offer benefits for employers and employees, it can also present challenges. Employers benefit from telecommuting because it reduces cost and can increase job satisfaction. Employees spend less time and money on transportation and may experience improved work-life balance while telecommuting.

However, some telecommuters experience a loss of professional direction out of the office. Careful planning, scheduling, time management and a well-defined workspace are important to maintain productivity.