

Search for and Identify Good Telecommute Positions

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Search for and Identify Good Telecommute Positions

When searching for a telecommute position, check out your sphere of influence before jumping into the unknown. Employers prefer to hire people who they know before hiring people they don't. You may be surprised at the available opportunities.

Before looking elsewhere for a telecommute position:

- Attempt to get a part-time or full-time telecommute position with your current employer.
- Contact people in your network using sites like *LinkedIn* to put out the word that you are in the market for a telecommute position.
- Contact friends and co-workers and let them know your status and discuss your options.

Begin the Online Search

If you are searching for a telecommute position, know that you may need to search using several keywords, including:

- Telecommute
- "Work at home" or "work from home"
- Remote
- Virtual
- Telework or Tele-work
- E-work or E-commuting

The Human Resources industry has not standardized how it flags telecommute opportunities. Even if you perform searches using all these keywords and search the most popular job boards such as *Dice* and *Monster*, you may still need to sort through many inapplicable positions. These keywords are often included within position descriptions to specify that "no telecommuting is allowed".

Scam Warnings

In addition to these limitations, there are scam artists in the Internet world that prey upon those who need or desire telecommute positions. If you need to pay to apply for a job opportunity, be careful, this may be a "business opportunity" or "get rich quick" scam. To be sure the opportunity is legitimate, do some research on the company and see what others have to say about them. The following are a few of the warning signs that an opportunity may not be legitimate:

- You are charged a fee to access the postings.
- You are charged a fee for training materials or a "getting started kit".
- After you respond to a job posting via email, you are asked to fill out a form on another Web site in order to prove that you are not spamming them.
- You are asked for credit card information.

Telecommute Job Compilation Services

There are job compilation sites, such as *VirtualVocations.com*, that fill the telecommute-search niche. (To locate this type of site, search the Internet for “Virtual Jobs”. There are no standards here either.) They search hundreds of sites to locate telecommute positions and compile a daily list of opportunities. They charge a modest fee for their services so they can employ their specially trained staff. After a few frustrating hours of searching multiple Web sites, with little or no success, you may decide it is worth the money to sign up for one of these services.

Be sure to research all job compilation services. Read and weigh the comments of **all** reviewers. If you decide to use a job compilation service, be sure to read and understand the service agreement terms, including when you will receive notifications, the types of leads they will provide, as well as when and how service fees are received and renewed.

Review the Position Description

Once you find an opportunity that fits your requirements, read the position description carefully. The company may allow telecommuting, but only on a part-time basis, or it may require that you be on-site (physically show up at the job location) for a certain number of days a week. This is especially important if you:

- Live in a remote location or the job location is a long distance from your home
- Do not have transportation
- Have a disability that prohibits you from commuting to the job location

Summary

Start your search by networking. Beware of scams. Plan to spend time reviewing many job descriptions to find the right fit for you.

Other Available Articles

- [Is Telecommuting Right for You?](#)
- [How to Apply for and Interview for a Telecommute Position](#)