# The Virtual Team Member Hire Process

Use the following worksheet to guide you through the key questions you’ll need to answer before interviewing for virtual positions. You’ll then find a series of questions to ask potential candidates so that you can find the right people with the characteristics you’re looking for.

## Outline the project(s) that requires additional team resources

### What is the nature of the project?

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### What is the ultimate goal?

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### What is the deadline for completion?

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## Virtual Team Member Responsibilities & Skills

### What responsibilities, specifically, are you looking for the virtual team member to complete?

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| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

### What essential skills will the team member need in order to complete them?

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| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

### What other skills would your ideal team member possess?

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| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

### What characteristics are essential for the team member to have in order to fit in with the values and culture of your business?

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| --- | --- |
| 1 |  |
| 2 |  |
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## Future Potential

### What potential do you see for the team member to progress?

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### What can you offer the virtual team member is terms of developing skills/learning?

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## Questions for Potential Candidates

Questions should be tailored towards the characteristics and skills you’re looking for in a candidate. You can use the following as general questions that can be expanded and customized to to meet the specifics of the position you’re interviewing for.

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| What experience do you have with working on a virtual team? |
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| What do you see as your biggest challenge when working on a virtual team? |
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| What techniques/strategies would you implement to make sure that tasks are completed on time and efficiently? |
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| What are the skills and/or experience that you have that you think qualify you for this position? |
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| What tools would you take advantage of to complete your responsibilities in this position? |
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| Give me an example of a time that you came up against something that made it difficult for you to complete a task remotely, and the steps you took to overcome it? |
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| What kind of hours are you looking to work in a week? Do you intend those hours to be part of a set routine, or more flexible? |
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| What tools do you use to troubleshoot problems? |
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| What methods do you use to keep up-to-date with developments/news within this industry? |
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| What would be your goals for progressing your career within our company? |
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