

Remote Job Interview Preparation Worksheet

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Plan your answers, set up your space, and follow up like a pro.

Key Interview Questions - Practice Your Answers

1. Tell me about yourself and why you want this role.	
2. How do you organize your day when working from home?	
3. What tools do you use to communicate and track tasks remotely?	
4. Describe a time you solved a problem independently.	
5. How do you stay focused and avoid distractions at home?	
6. Tell me about a time you handled a difficult customer or situation.	
7. How do you prefer to receive feedback?	
8. What does great asynchronous communication look like to you?	

More Interview Questions - Keep Practicing

9. How do you manage deadlines across multiple projects?	
10. What are your salary expectations?	
11. Why are you leaving your last role or changing careers?	
12. What questions do you have for us?	
13. Share an example of learning a new tool quickly.	
14. Describe your home office setup.	
15. How soon can you start?	

Interview Day Checklist

- Quiet, well lit space; clean background
- Test camera, mic, and Wi-Fi
- Resume and job description open in tabs
- Company research and 3 notes prepared
- Questions to ask the interviewer
- Outfit ready (professional, comfortable)
- Calendar cleared; phone silenced
- Water nearby; notepad and pen ready
- Thank you email template drafted
- Follow up reminder set for 24 hours after

Notes
