

Elevate

THE REMOTE
JOB
PLAYBOOK

Welcome

If you don't know where to find remote jobs or you've been applying for remote jobs with no positive feedback, this playbook is for you. In this playbook, you'll discover where to find remote jobs and how to analyse each job description so that you can position yourself as the best candidate.

Remote Job Red Flags & Green Flags

The remote job market has more scams and misleading listings than traditional job markets. Before you spend time on any application, run the listing through this filter.

| <input type="checkbox"/> Red Flags | <input checked="" type="checkbox"/> Green Flags |
|---|--|
| No company name or vague company description | Named company with verifiable online presence |
| Asks you to pay for equipment, training, or a 'starter kit' | Clear job title, responsibilities, and team structure |
| Salary is unusually high for the role with no explanation | Transparent about timezone requirements and overlap hours |
| No video interview; only chat or email communication | Lists remote tools used (Slack, Notion, Zoom, Asana, etc.) |
| Requests personal information too early in the process | Mentions async-first or remote-first culture |
| Job title doesn't match responsibilities at all | Structured hiring process with clear next steps |
| 'Work from anywhere' but lists a very specific timezone requirement | Salary range clearly stated |
| No LinkedIn page, Glassdoor profile, or web presence | Real employee reviews visible on Glassdoor or LinkedIn |
| Uses generic email addresses (Gmail, Yahoo) instead of company domain | Company website has a team page with real people |
| Spelling and grammar errors throughout the listing | Well-written and clearly stated benefits (home office stipend, co-working allowance) |

Websites to Check out for Job listings

LinkedIn - <https://www.linkedin.com/>

Indeed - <https://www.indeed.com/>

Glassdoor - <https://www.glassdoor.com/>

Total Jobs - <https://www.totaljobs.com/>

Monster - <https://www.monster.com/>

Reed - <https://Reed.co.uk>

SimplyHired - <https://www.simplyhired.com/>

Jobberman - <https://www.jobberman.com.gh/>

Snagajob - <https://www.snagajob.com/>

Dice - <https://www.dice.com/>

Some remote jobs websites

Flexjobs.com - <https://www.flexjobs.com/>

Remote.co - <https://remote.co/>

Virtualvocations.com - <https://www.virtualvocations.com/>

Weworkremotely.co - <https://weworkremotely.com/>

Justremote.co - <https://justremote.co/>

Remoteok.com - <https://remoteok.com/>

Remote-jobs.com - <https://remotejobs.com/>

Upwork.com - <https://www.upwork.com/>

Total Jobs - <https://www.totaljobs.com/>

Careerbuilder - <https://www.careerbuilder.com/>

ZipRecruiter - <https://www.ziprecruiter.com/>

Jobspresso - <https://jobspresso.co/>

Toptal - <https://www.toptal.com/>

Remotive - <https://remotive.com/>

Pro Search Tips:

- Use 'remote' AND your job title in search queries (e.g., "remote project manager")
- Filter by 'remote only', not 'hybrid' unless you're open to both
- Set up job alerts so new listings land in your inbox daily
- Save job descriptions before applying they since sometimes disappear and you will definitely need them at the interview stage

Understanding the Role & Responsibilities

Read the responsibilities section carefully and summarize the key tasks in two to three main points

Questions to Ask Yourself:

1. What are the core responsibilities of this role?
2. Do these tasks align with my strengths and experience?
3. Are there any new tasks I have not done before? If so, can I be able to learn them?
4. Is the industry similar to what I am already comfortable with?
5. Does this job align with my career goals?

What to Look Out For:

- Whether a degree is required or preferred
- Industry-specific certifications such as ACCA, CISA, CPA, PMP, CFA, or Google Certifications
- Whether equivalent work experience can substitute for a degree

Identifying Required Qualifications & Education

Look for degree requirements, certifications, and licenses mentioned in the job description

Questions to Ask Yourself:

1. Do I meet the minimum education requirements?
2. Are any certifications required? If yes, do I have them or can I earn them?
3. If I lack a degree or certification, are there alternative ways to qualify, such as work experience, bootcamps, or online courses?

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- Whether equivalent work experience can substitute for a degree

Analyzing the Technical & Hard Skills Required

List all technical skills mentioned in the job description and identify any recurring skills across multiple job listings.

Questions to Ask Yourself:

1. Do I already have any of these technical skills?
2. Which ones do I need to improve or learn from scratch?
3. Can I find free or paid courses to upskill?
4. How quickly can I learn these skills?
5. Are there projects I can work on to demonstrate my skills?

What to Look Out For:

- Programming languages, tools, or software such as Python, SQL, or Salesforce
- Industry-specific skills such as financial modeling, data analysis, or UX design
- Trends in required skills such as AI, cybersecurity, or cloud computing

Evaluating Soft Skills & Behavioral Traits

Identify soft skills that appear frequently across job descriptions.

Questions to Ask Yourself:

1. Which soft skills do I already excel at?
2. Do I have examples from my experience to demonstrate these skills?
3. Which soft skills do I need to improve?
4. How can I develop these skills through training, mentorship, or practice?

What to Look Out For:

- Leadership, problem-solving, teamwork, and communication
- Emotional intelligence, stakeholder management, and negotiation skills
- Keywords such as "self-starter," "collaborative," or "strong communicator"

Looking at Experience Requirements

Note the required years of experience and seniority level (e.g entry level-mid, level, etc)

Questions to Ask Yourself:

1. Do I meet the years of experience required?
2. If I do not meet the experience level, can I still apply based on skills?
3. Should I target a more junior role to gain relevant experience?
4. Can I leverage transferable skills from past experiences?

What to Look Out For:

- Whether the required experience is strict or flexible
- Whether experience in a specific industry is necessary
- Whether internships or freelance work count toward experience

Researching Salary Expectations (if available)

Look for salary insights on platforms such as Glassdoor, LinkedIn Salary, or company pages.

Questions to Ask Yourself:

1. What is the salary range for this role in my location?
2. Does the salary match my experience and skill level?
3. Is this a fair offer based on industry standards?
4. Are there additional benefits such as bonuses, remote work, or stock options that make up for lower pay?
5. Does the company offer sponsorship?
(This is a very important one if you are looking for sponsorship)

What to Look Out For:

- Salary transparency in the job post
- Benefits such as healthcare, remote work, and professional development programs
- Opportunities for salary growth and promotions

Assessing the Company & Growth Opportunities

Research the company's mission, values, and reviews

Questions to Ask Yourself:

1. Does this company's mission and values align with my interests?
2. What do current employees say about company culture on platforms such as Glassdoor or LinkedIn?
3. Are there growth opportunities for promotions and skill development?
4. Are there any red flags, such as high turnover, bad reviews, or lack of benefits?

What to Look Out For:

- Employee reviews on Glassdoor and Blind
- Recent news about layoffs, funding rounds, or expansions
- Company diversity and inclusion efforts

Sign up for our Job Readiness Bootcamp

Get practical coaching from HR professionals, hiring managers and remote professionals in real time.

[Click here to register](https://elevatecareerhub.com/job-readiness-bootcamp) - elevatecareerhub.com/job-readiness-bootcamp



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JOB READINESS BOOTCAMP

Date: **4th April, 2026 - 28th April, 2026.**

20 Slots Available

Bootcamp Highlights

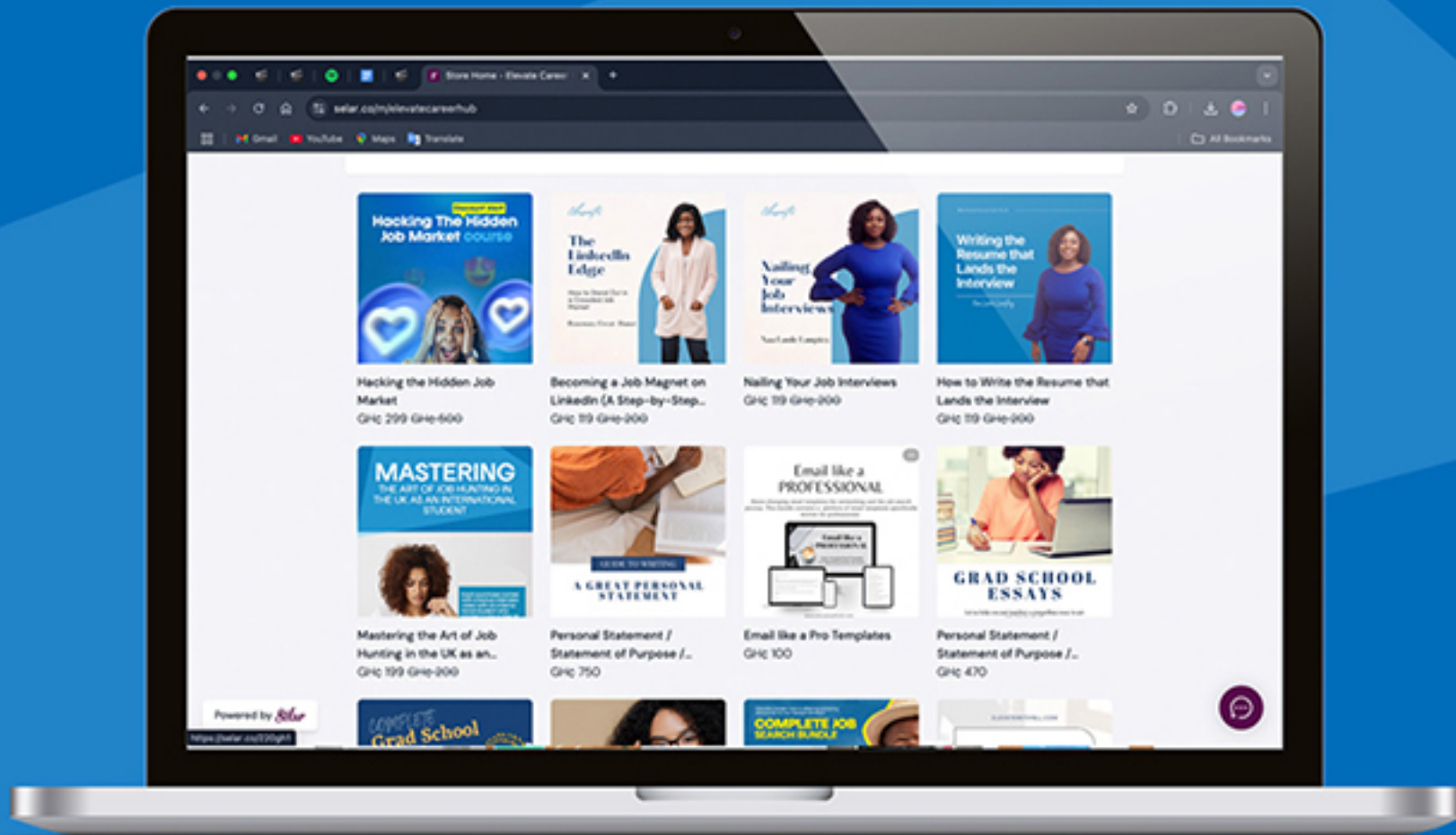
- Building a targeted Job Search Plan that gets results
- Becoming a Recruiter's Top Choice in the Screening Process
- Building a Personal Brand that Attracts the Right Opportunities
- Networking, Referrals & The Hidden Job Market
- How to Ace Every Interview Stage
- Leveraging AI in Your Job Search & Skills Building
- The Blueprint for Landing Remote Jobs
- Landing International/Visa Sponsored Roles

Rate: **GHS 1,500**

Early Bird **GHS 1,200**
Valid until **31st March, 2026**

 elevatecareerhub.com/job-readiness-bootcamp

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