**Resources**

**Appendix 1- Glossary**

**Collaboration tools:** These tools allow remote workers to coordinate smoothly with each other in real-time. They can relate to project management, documentation, or tracking.

**Consultant:** Is a professional with years of experience and broad expertise in industry. Self-employed a consultant is a problem-solver focused on improving an organization’s practices through expert advice. Unlike a contractor, a consultant is not involved in the execution of the work itself. A consultant pays their own tax, social security and does not benefit from company paid vacations or holidays.

**Contractor**: A contractor is a temporary, independent worker hired to do a specific job for a set period of time. Similar to a consultant, a contractor will meet with a client to learn their needs but then complete the client’s task. Self-employed a contractor works for a pre-determined price and the contract ends when the task is done. A contractor pays their own tax, social security and does not benefit from company paid vacations or holidays. **Note:** Consulting and contracting don’t have to be mutually exclusive. Given the necessary expertise a contractor can decide to take on consulting work and vice versa.

**Coworking**: A work arrangement where employees, remote workers, or freelancers working for different companies share an office space. WiFi, meeting rooms, snacks, printing, and parking are some some of the amenities.

**Employee:** An employee provides a service to an employer against a fixed hourly wage or yearly salary. An employee might sign an employment agreement that outlines their job duties. Employees benefit from social security, health care, paid vacation and holidays, and retirement plans.

**Employer of Record:**A company that takes responsibility for payment including tax compliances, insurance and visa applications on behalf of a remote employer. Additionally, anything that may fall under the purview of human resources may be taken up by them.

**Freelance:** Very few differences exist between a freelancer and a contractor. The freelancer usually takes on smaller jobs than contractors and gets to set their rates directly, while a contractor may rely on an agency to establish an acceptable rate for each job. Both freelancers and contractors are responsible for paying their own taxes and get no company benefits.

**Digital Nomads**: Are remote workers, who chose to travel to different locations, possibly outside their home country, relying entirely on technology to do their work. Their tax and benefit status is similar to contractors.

**NDA:** Stands for Non-Disclosure Agreement. Is also called Confidentiality Agreements (CA) or Confidential Disclosure Agreements (CDAs). When a service provider, be an employee or a contractor/remote worker, has access to confidential company information (which can include, among others, trade secrets, proprietary processes, client lists, and strategic and marketing plans, it is very common for companies to have the service provider sign an NDA. The NDA limits the ability of the signer to disclose any information received while doing work with the company. This contract protects the company against secret information being shared with competitors or the service provider using confidential information to start a competing business.

**Remote Worker**: Where the employee or contractor/consultant perform their services outside a company office. It can be working from home, a cafe or co-working space. It can also be in a totally different country. Their tax and benefit status is similar to contractors.

**Telework:** Doing work at locations different from main office and using the phone, internet and email. Tele comes from Greek word meaning ‘from a distance’.

**Telecommute:** Similar to Telework this is also working from home and making use of the internet, email, and the telephone. However, the difference is that in telecommuting the employee works out of the main traditional office for a few days a week.

**Virtual Work:** implies working from home using modern technology to get things done

**Resources**

**Appendix 2- Relevant Links**

* Remote work terminology

<https://www.skuad.io/blog/55-terms-all-remote-workers-must-know-with-definitions>

<https://www.wrike.com/remote-work-guide/glossary/>

* Most common from home job titles

<https://www.flexjobs.com/blog/post/20-most-common-work-from-home-job-titles-v2/>

* High paying remote jobs

<https://www.flexjobs.com/blog/post/top-paying-remote-jobs-v2/>

<https://weworkremotely.com/6-high-paying-remote-jobs-you-can-land-with-no-remote-experience>

* Remote Work Statistics You should know

<https://builtin.com/recruiting/remote-work-statistics>

[https://teambuilding.com/blog/remote-work-statistics#](https://teambuilding.com/blog/remote-work-statistics)

* Countries with digital nomad visas

<https://www.internationalcitizens.com/blog/digital-nomad-visas/>

<https://news.yahoo.com/countries-offering-digital-nomad-visas-215409443.html>

* Top Companies to work from ‘anywhere-remote-jobs’

 <https://www.flexjobs.com/blog/post/top-companies-work-from-anywhere-remote-jobs/>

 <https://weworkremotely.com/top-remote-companies>

* Top Companies to work remotely

<https://www.flexjobs.com/remote-jobs/world/Anywhere>

<https://www.flexjobs.com/blog/post/top-100-companies-for-remote-jobs-in-2022/>

<https://articles.remotive.com/blog/remote-companies/>

* Top paying remote jobs

<https://www.flexjobs.com/blog/post/top-paying-remote-jobs-v2/>

<https://wrkfrce.com/best-paying-remote-jobs-of-2021/>

* Secrets of success of successful freelancing

<https://www.lancerreview.com/review/linkedin-profinder>

<https://www.cio.com/article/411307/8-secrets-of-successful-it-freelancers.html/amp/>

* Preparing a Remote Work Resume

<https://www.flexjobs.com/blog/post/create-flexjobs-resume-profile/>

<https://www.indeed.com/career-advice/finding-a-job/how-to-write-your-remote-job-resume>

<https://www.indeed.com/career-advice/resumes-cover-letters/resume-employment-history>

<https://www.flexjobs.com/blog/post/show-remote-work-experience-resume-v2/>

<https://www.flexjobs.com/blog/post/5-ways-to-age-proof-your-resume/?utm_source=sendgrid.com&utm_medium=email&utm_campaign=website>

* 28 Scariest Curveball Job Interview Questions

<https://skillcrush.com/blog/remote-job-interview-questions/>

<https://www.flexjobs.com/blog/post/10-terrifying-job-search-moments/?utm_campaign=website&utm_source=sendgrid.com&utm_medium=email>

<https://www.flexjobs.com/blog/post/10-job-interview-questions-for-remote-jobs/>

<https://www.flexjobs.com/blog/post/tips-preparing-for-your-remote-job-interview-v2/>

<https://remote.com/blog/remote-job-interview-tips>

* Employee Non-Disclosure Agreement (NDA) template

<https://nondisclosureagreement.com/employee.html>

<https://connecteam.com/templates/employee-confidentiality-agreement/>

* Remote work conflict

<https://www.stkate.edu/academics/women-in-leadership-degrees/dispute-resolution-for-remote-work-environments>

<https://www.makeuseof.com/remote-work-conflict-ways-prevent/>

<https://www.shrm.org/resourcesandtools/hr-topics/compensation/pages/most-employers-lack-a-pay-strategy-for-remote-workers.aspx>

* Remote work terms

<https://www.skuad.io/blog/55-terms-all-remote-workers-must-know-with-definitions>

* Trends in workplace

<https://www.fastcompany.com/90812401/the-5-biggest-workplace-trends-of-2023-according-to-glassdoor-and-indeed>