



### **Buyer Beware: *Be careful of scams!***

When looking for employment that is completely remote or work from home, be aware of the many scams involving upfront fees or fake companies. Verify the company with the *Better Business Bureau* at [www.bbb.org](http://www.bbb.org) before pursuing any involvement. Report any scams and check safety tips at the *Federal Trade Commission* at [www.ftc.gov](http://www.ftc.gov)

### **Suggestions:**

You may also want to check some sites/employers based on your skills and background. Examples: insurance companies (home & auto), online shopping companies, technology, medical insurance such as Blue Cross Blue Shield, Aetna etc., have billers and customer service staff work from home. Cable and cell phone companies have call centers that might allow people to work from home. Check manufacturing call centers. Go to the company website too and see if they have any remote/office work at home opportunities.

### **Helpful Hints with Job Search Engines & Companies:**

To narrow your results in the Search Box type “work from home,” or “remote,” to find those openings. Job search engine examples: (CareerBuilder, glassdoor, indeed, monster, ziprecruiter)



### **Working from Home Tips:**

- Keep a permanent Office Space
- Set work hours
- Make a schedule for everything
- Maintain a Separate Phone Number (try a free account with google voice)
- Stretch Regularly
- Schedule & Take Breaks
- Google for any Work At Home Support Groups for ideas, motivation and support

### **Top Resources and Jobs:**

[www.arise.com](http://www.arise.com)

[www.crossover.com](http://www.crossover.com)

[www.fiverr.com](http://www.fiverr.com)

[www.flexjobs.com](http://www.flexjobs.com)

[www.freelancer.com](http://www.freelancer.com)

[www.jobspresso.co](http://www.jobspresso.co)

[www.justremote.co](http://www.justremote.co)

[www.nticentral.org](http://www.nticentral.org)

[www.pangian.com](http://www.pangian.com)

[www.powertofly.com](http://www.powertofly.com)

[www.remoteok.io](http://www.remoteok.io)

[www.remote.co](http://www.remote.co)

[www.remotive.io](http://www.remotive.io)

[www.skipthedrive.com](http://www.skipthedrive.com)

[www.idealists.org](http://www.idealists.org)

[www.upwork.com](http://www.upwork.com)

[www.virtualvocations.com](http://www.virtualvocations.com)

[www.thepennyhorder.com/wfh](http://www.thepennyhorder.com/wfh)

[www.weworkremotely.com](http://www.weworkremotely.com)

[www.workingnomads.co/jobs](http://www.workingnomads.co/jobs)

### **Good Luck!**

**American Job Center in Wheeling** [contact@bcsillinois.org](mailto:contact@bcsillinois.org) [www.northcookjobcenter.com](http://www.northcookjobcenter.com)

*Cook County American Job Centers are Equal Opportunity Employers/Programs.*

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