



"3 Steps to Hire an Awesome Freelancer" **Checklists**

Posting Checklist

- Be vague on the job post: *"I need ongoing help with [SKILL]"* - Don't mention the task's specifics
 - *"I need ongoing help with a WordPress Site"*
 - *"I need ongoing help writing articles"*
 - *"I need ongoing SEO assistance"*
- Create an elimination question to ensure they read the entire post
 - *"When replying to this job, mention the phrase 'great job!' on the first line of your cover letter to ensure you read the entire post"*
- Need to be able to read, write and speak English, or the language you are looking for
- Need to have these skills
- Need to have a skype account
- Need to have microphone
- Need to have webcam
- Need to be independent, no agencies. It's easier to build a long term relationship
- Need to work by the hour
- Need to be within your hourly rate budget

Task Checklist

- 5 hours to complete 4 tasks in 3 days
- Pick one of the 4 tasks and don't make the task explanation very clear. Make it ambiguous - You want to evaluate how they communicate back to you to ask more details
- The 4 tasks should be real work, not just answering questions you ask them
- Use the same 4 tasks for all candidates

Selecting Checklist

- Don't hire someone with no feedback
- Make sure they fit your *"Need to..."* conditions under *"Posting Checklist"*
- Ask if the person is available now to work on the 4 tasks. Some people are just too busy