**Employing a Freelancer Checklist**

**Contact Info, History, & Communication**

* Collect all necessary contact information from the freelancer.
* Request your freelancer to provide you with a description of themselves and a resume.
* Collect all necessary information in regard to availability, certifications, email and phone numbers.
* Determine how often, when, and for what purposes that you want to be able to communicate with the freelancer for.
* Whenever it comes to employing somebody new, it may be wise to perform a background check.

**Availability**

* Determine what the availability of the freelancer in question is like.
* Determine what your needs are in terms of the availability of your employees.
* Determine how often, when, and for how long said employee will work for your company.

**Get a Portfolio**

* To ensure that the freelancer in question is who they say they are and that they are qualified for the position at hand, request example word as well as an in depth portfolio, if possible.

**The Contract**

* Create a contract that clearly states what kind of work is to be done, what the timelines are like, how long the work is going to last for, and what the proposed payment is like.

**Type of Payment**

* Determine whether you want to pay the freelancer on a fixed fee basis, a per project basis, or on an hourly basis.
* Also determine how you will pay the freelancer, whether it is by bank transfer, credit card, PayPal, or anything in between.

**Remote or Onsite**

* Determine whether you want a freelancer that is going to work on site or one that you will allow to work remotely from home.

**Setting Up the System**

* Ensure that all systems are set up in a way to allow for easy access for the freelancer.
* Ensure that you have created accounts and passwords for the Freelancer in question.
* Ensure that the freelancer in question is familiar with the systems and applications that you are going to be using.