



Checklist 15: Testing A Potential Outsourcer

Project Name: _____ Date: _____

	Yes	No
1 Establish specific procedures and ground rules for working including ethical guidelines, work-related policies, and rules	<input type="checkbox"/>	<input type="checkbox"/>
2 Ask the outsourcer what their goals, aspirations, and motivations are	<input type="checkbox"/>	<input type="checkbox"/>
3 Inquire about what the terms and conditions, agreements, and processes the outsourcer have operated under previously and determine whether these fit the specific requirements of your project	<input type="checkbox"/>	<input type="checkbox"/>
4 Establish what precisely the elements of your project and its work are and ask the outsourcer if he or she is willing to agree with all the demands and requirements of the project	<input type="checkbox"/>	<input type="checkbox"/>
5 Also, inform them how you will be testing them, this may be in the form of delaying the initial payment, hiring on a temporary basis or telling them that the initial work would be unpaid	<input type="checkbox"/>	<input type="checkbox"/>
6 Ask them to complete certain tasks that accurately test the level of difficulty, responsibility and concentration that your project requires	<input type="checkbox"/>	<input type="checkbox"/>
7 Establish a set deadline and other guidelines that will prevent the potential outsourcer to stay on track, understand the requirements of the project, and save valuable time	<input type="checkbox"/>	<input type="checkbox"/>
8 Carefully evaluate the performance of the potential outsourcer and view it regarding the requirements that you may have, see it also regarding the pressure of testing	<input type="checkbox"/>	<input type="checkbox"/>

Notes

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- 9 Determine whether the quality of work provided by the potential outsourcer is worthy of hiring and ensure that multiple inputs are taken
- 10 Make sure that the potential outsourcer did not use a hack or an easy way out to impress you; make sure that the work presented to you is 100 percent authentic.
- 11 Do not base your judgement on a singular task, give the potential outsourcers several other chances to show their work and make sure you decide to depend on a comprehensive understanding of their work
- 12 If you are satisfied even after repeated tests, hire the individual

Notes