



## Checklist 6: Outsourcing On Onlinejobs.ph

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Yes No

*Determine who you need and why you need them, that is, figure out the exact job you would like your hire to do*

- |   |   |                          |                          |
|---|---|--------------------------|--------------------------|
| 1 | Click on 'Post a Job' on the top right of the page  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Enter your name, email address, and password  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Agree to the terms and conditions and click on 'Register'   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | add a title to your project, try to make sure that this title is as inviting and informative as possible, so that prospective freelancers are attracted to your posting                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Describe the work that you want to be done in the next section; make sure that the description covers all the information you would want your hired freelancer to know so that there is no miscommunication | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Also, mention the type of work you want to be done, that is, mention the particular industry or theme of freelance work that your project fits in   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Go through the website to understand the paying your project demands and consider your budget for the particular project  | <input type="checkbox"/> | <input type="checkbox"/> |

*Notes*



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|----|--|----------------------|----------------------|
| 8  | Indicate the wages or salary of your project, do not forget to mention the currency you will pay in  | <input type="text"/> | <input type="text"/> |
| 9  | Determine what type of hire you want that is, whether you want to hire a freelancer, a part-time worker, or a full-time worker   | <input type="text"/> | <input type="text"/> |
| 10 | Select an ID Proof Score; this is a score that each member on the website is given and determines their reliability and work-quality, remember that the higher your score, the lesser the chances of you getting applications    | <input type="text"/> | <input type="text"/> |
| 11 | Decide what skills are required for your job, make sure that you select a wide range of skills so that different people are attracted to your job  | <input type="text"/> | <input type="text"/> |
| 12 | Add the email address you want potential employees to contact you on and also mention the name of the contact if you are posting the project on behalf of your boss, make sure that the name of your boss is in the contact name | <input type="text"/> | <input type="text"/> |
| 13 | Click on 'Submit Job for Approval'   | <input type="text"/> | <input type="text"/> |
| 14 | Your post will be moderated in 48 hours, that is, the website will decide whether or not your post can be uploaded to their platform   | <input type="text"/> | <input type="text"/> |
| 15 | After it approves your post, wait patiently for applications and review each application carefully   | <input type="text"/> | <input type="text"/> |
| 16 | Communicate the terms and conditions to your preferred individual and ask them to confirm that they agree to all terms and conditions  | <input type="text"/> | <input type="text"/> |

*Notes*



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17 Offer the project to them and get to work!

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*Notes*