

A Beginners Guide to Hiring a Freelancer for a Project Using Step by Step Instructions on Outsourcing Websites Online

It's useful once you've become slightly experienced in the outsourcing game to start to apply a system to your method of working with freelancers. Especially if you need them to do a frequently repetitious job. Step by step instructions are a useful scaffold to ensure you've check listed all the steps involved. This can be used from to finding a great freelancers to specific jobs.

With any step-by-step instruction you can be as detailed or non-detailed as you want. If you already know that you're working with an expert then you probably don't need to be anywhere as detailed as if you were working with a capable person who might not have as much experience.

Step-by-step instructions can, despite what the name implies, be as detailed or non-detailed as necessary. If you hire an expert in the field, you probably don't need to outline each minute step in the process. However, if you hire someone you believe to be very capable of the job but who does not have much experience in the specific process, your instructions will need to be much more detailed. The final reason why you should give step-by-step instructions is that it means that in the future you can outsource even the project management side!

In this example, suppose you're on eBay and your business is selling rugs. If you hire a freelancer with a great deal of eBay experience, your instructions will likely be fairly brief. However, if you hire someone who has excellent computer skills and/or sales experience but little to no eBay experience, your "List Item on eBay Process" might look something like this:

1. Create listing title including a brief description of the rug
2. Upload a picture of the rug to eBay
3. Select 'Display Gallery Picture' option
4. Insert sales copy
5. Set price
6. Set auction starting price
7. Set length of auction
8. Set Postage and Packing charges
9. Review listing to make sure everything is correct
10. Submit listing

The time you use to create a step by step structure will be time well spent. It means that a once off effort (done properly) can be utilized many times into the future and allow you much more time answering specific questions rather than directing your freelancer on every step.

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