

Freelancer Interview Checklist

Use this checklist to guide your interview process with freelancers or service providers. It ensures consistency, helps evaluate fit, and improves hiring outcomes on platforms like Worksite Connect.

1. Basic Information

- Full Name:
- Contact Details (Phone/Email):
- Location / Time Zone:
- Position or Role Applied For:
- Availability (Start Date & Working Hours):

2. Skills & Experience

- What is your core area of expertise?
- Can you describe a recent project similar to ours?
- What tools or technologies are you most comfortable with?
- Are you comfortable working independently or in teams?
- How do you handle tight deadlines or last-minute changes?

3. Communication & Availability

- What communication tools do you prefer (e.g., Zoom, WhatsApp)?
- How frequently do you update clients on progress?
- Are there specific hours you're unavailable?
- How do you handle feedback or revisions?

4. Project Fit & Expectations

- What interests you about this project?
- What are your rates or preferred payment terms?
- Are you open to signing an NDA or service contract?

- Do you have any questions for us?

5. Notes & Evaluation

- Overall Impression: _____
- Strengths Observed: _____
- Areas of Concern: _____
- Recommendation (Yes/No): _____