

# JOB REQUIREMENTS TEMPLATE

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If you are stuck with an idea in your head and unable to finalize it into a structured job requirement, this document will help you list down the most important things to compile your job requirements and description of your project so that freelancers can fully understand the concept and idea behind it.

**Name of your project?**

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## Basic Overview

1. What is your challenge that needs to be solved by professionals?
2. Any particular timeline on how the project needs to be developed?
3. What are the business goals behind your idea?

## Project Description

1. What's the freelancer's role in this project?
2. Any particular qualifications you are looking for?
3. How should the finished product look? Ultimate goal?

## Skills Required

1. Any specific skills required from the freelancer? (Coding language, Photoshop, etc..)
2. Any existing mock-up/sketch of your project available? (flow charts, example websites, designs, etc..)

## Dealing with Freelancer

1. Do you have any deadline?
2. Maximum budget allocated to your project?
3. Deposit amount required?
4. Any particular payment method? Hourly or Fixed Price?
5. Previous experience in similar project?
6. References?
7. Any specific questions to the freelancer?
8. Prepare all material that could help the freelancer understand better your requirements.