**Freelancer enrollment / record creation:**

[text] first name

[text] last name

[multi select option list] capable role(s)

Writer

Editor

Copy editor

Subject matter expert

Academic Lead

Contact Info:

[text] Email

[text] Telephone

[text] Skype

Nationality:

[option list] current location

countries

[Boolean] native speaker

[option] primary variety of English

US English

UK English

Australian English

SA English

NZ English

[multi option list] capable varieties of English

US English

UK English

Australian English

SA English

NZ English

Employment

[option list] external employment status

full-time fixed schedule

part-time fixed schedule

full-time flexible schedule

part-time flexible schedule

flexible schedule

[uploaded document] CV / resume

External links:

[URL][description] Social media (can be multiple)

[URL][description] Portfolio

…

[option list] initial freelancer assessment

failed

pending

passed

[list] timezone

UTC +0000 London, Lisbon, etc.

etc.

[text] notes (can be multiple)

[text] tags

don’t hire

second choice

pace: slow

pace: fast

quality of work: high

quality of work: low

expertise: EAP

expertise: Business

expertise: ESP

expertise: courseware (web)

expertise: courseware (mobile)

expertise: classroom materials (Muse)

expertise: classroom materials (online PPT)

expertise: classroom materials (offline PPT)

deadlines: misses frequently

deadlines: misses occasionally

deadlines: asks for extensions

Experience (can be multiple per freelancer)

idea: this links to ‘projects’ — you can create projects (see below)

[option list] project name

existing project #1

existing project #2

[mulit-select option list] role

editor

writer

copy editor

subject matter expert

academic lead

cat stroker

[date] start date

[date] finish date

[number – autocalculated] duration of involvement (weeks)

[boolean] Completed project

[text] reason for dropping out

[uploaded document] example of work from project

[number range] performance assessment

0

1

2

3

[uploaded document(s)] freelancer assessments

[tags] worked with

freelancer #1

freelancer #2

Main unit of work

[currency] payment currency

[number] rate

[option list]

muse lesson

ppt lesson

syllabus

word list unit

courseware (web) unit

courseware (web) lesson

courseware (mobile) unit

courseware (mobile) lesson

prototype

hour

[text] comments (can be many)

**Projects:**

This is going to be static data right now. I have no idea about how we’d handle ‘live projects’ etc, or what the view over that would look like, or what actions you might want to take against the project / attached freelancers.

Add any fields you think are necessary. Data types can be [text, number, yes or no, option list, multi select option list, number range, date, other]

**[**text] name

[date] date started

[date] date ended

[multi select option list] type of content created

[multi select option list] freelancers involved

[text] description

[text] notes (can be multiple)

[text] tags

[uploaded document] freelancer rates

[uploaded document] important docs