**Freelancer enrollment / record creation:**

[text] first name

[text] last name

[multi select option list] capable role(s)

Writer

Editor

…

Contact Info:

[text] Email

[text] Telephone

…

Nationality:

Do you want nationality or native vs. L2 speaker of English or both? Can you be specific about the data type(s) you want? Can they have multiple?

[option list] external employment status

full time

part time

…

[uploaded document] CV / resume

External links:

[URL][description] Social media

[URL][description] Portfolio

…

[option list] freelancer assessment

failed

pending

passed

[list] timezone

UTC +0000

etc.

[text] notes (can be multiple)

[text] tags

don’t hire

expertise:EAP

expertise:ESP

customTag

…

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

[option list] role

editor

writer

copy editor

cat stroker

[option list] content type

word list

ppt

self-study content

syllabus

[option list] level of involvement / amount of content

light

medium

heavy

*Q: how do you measure this? What’s the best way to store this data? This is not going to be an apples to apples comparison when say doing PPTS vs. self-study units, lessons, etc. Can you normalize this into something like above?*

[number free entry] duration of involvement (weeks)

*Q: can you standardize this? what’s your preferred unit.*

[uploaded document] example of work from project

[number range] performance assessment

0

1

2

3

4

5

…

*Q: same question as above - can you normalize this across projects?*

[multiple select option list] worked with

freelancer #1

freelancer #2

…

[option list] deadlines missed

never

occasionally

frequently

always

…

*Q: what’s your criteria here? Is it yes / no? Is it a continuous range? is it discrete items? is it auto-calculated? What’s your metric? Is it per project — or just a general flag ‘misses deadlines frequently’*

[currency] payment rate

[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] content created

[multi select option list] freelancers involved

[text] description

[text] notes (can be multiple)

[text] tags