# Upwork Readiness Test Questions Answers [Latest Updated: Feb 2020]

<https://solvedupworktests.blogspot.com/2018/08/upwork-readiness-test-answers-2018.html>

## **Question 1: How do you earn and maintain a good job success score?**

• You have 3 distinct clients in a 24-month period

• You have good outcomes with your clients- protip: exceed their expectations for an awesome job success score

• **All of the above**

## **Question 2: Which of the following describes your responsiveness score?**

• Your responsiveness score is based on how quickly you accept or decline client's invitations to jobs

• Your responsiveness score appears on your profile for clients to see

• Your responsiveness score will not be impacted negatively if you mark yourself as unavailable

• **All of the above**

## **Question 3: Which questions do the most successful freelancers have in mind when selecting the right jobs for them?**

• Do I have the needed skills for the job?

• Do I have time to complete the job in the client's timeframe?

• Is the job description well thought out and descriptive of the role?

• **All of the above**

## **Question 4: What is the safest way to communicate with your clients?**

• **Upwork messages: it provides chat, voice and video capabilities. It also provides a record of your communication and helps to protect you in case of dispute.**

• Other forms of communication: Email, Skype, Slack, Zoom, etc.

## **Question 5: When is it ok to be paid outside the Upwork platform?**

• To satisfy the client

• **Almost never. Getting paid off platform violates Upwork's terms of service and exposes you to risk of not being paid. Generally, you should be paid through Upwork; to legally take work off the platform, you and the client must wait 24 months or pay an opt-out fee**

## **Question 6: How does Upwork's payment protection for fixed\*price projects work (using escrow)?**

• **The client deposits(pre-funds) a mile stone payment into escrow before you begin working. Upon receiving and approving the work, the client releases the payment to you**

• You proactively begin working before the client has created and funded a milestone

## **Question 7: What are tips for submitting a proposal? (select all that apply)**

• **Write a personal and professional greeting**

• **Customize your proposal to demonstrate that you have read the job post**

• **Outline how you would approach and complete the job**

• **Respond to any screening questions listed in the job post**

• Copy and paste your proposal to submit as many proposals as possible in a short time

## **Question 8: As a freelancer, what do you need to qualify for Upwork's payment protection for hourly jobs?**

• An hourly contract

• Client with a verified billing method

• An account in good standing

• To log your hours with the Upwork desktop app

• To annotate your work Diary with memos or activity labels that adequately describes the activity performed

• To stay within the Contract's weekly limits

• **All of the above**

## **Question 9: What are key elements to include in your profile? Tip: One third of jobs on Upwork are posted…**

• A specific overview that includes your skills and type of work you can accomplish for clients

• A professional profile photo (headshot, business casual attire, plain background)

• An accurate title that reflects your job experience and the opportunities you are seeking

• Evidence of past success in targeted skills (e.g. certifications, portfolio pieces, education, work experience)

• **All of the above**

## **Question 10: What items should a reputable client never ask you to do?**

• Buy items on behalf of the client and get reimbursed later

• Work for free

• Provide personal information (e.g. bank account, driver's license, passport)

• Click on a link that asks you to enter your login information

• Pay to win a project

**• All of the above**

# Upwork Readiness Test 2019

<http://upworktestru.com/upwork_readiness_test_for_independent_contractors_and_company_managers_upwork_answers_questions/>

## **1. What is the secret to being a highly successful freelancer on UpWork.com?**

• Communicate early, communicate often.

• Provide honest and realistic project updates.

• Respond quickly and hit deadlines.

• Listen to your client’s concerns and have a positive attitude.

**• All of the above**

## **2. What do you need to be successful on UpWork ?**

HINT: Everything you need to know is in the Freelancer Manual

• A fast, reliable Internet connection and an up-to-date Internet browser.

• A work-only email account and a free Skype account.

• A basic understanding of the English language.

• A ready-to-work attitude, a strong set of skills, and an entrepreneurial spirit.

**• All of the above**

## **3. Which of the following is TRUE about fixed-price jobs?**

• Fixed-price jobs are not covered by the UpWork Guarantee.

• Payment is at the client’s discretion.

• Fixed-price jobs are generally smaller and are paid upon completion.

• Terms of the job are agreed upon before work begins.

**• All of the above**

## **4. What is one smart way to prove you’re right for the job?**

• Offer to work for free.

• Ignore the client’s invitation to interview.

**• Offer to do a short, paid «test project» to show you have the necessary skills.**

• Send a cut and paste cover letter full of spelling errors.

• Beg them to hire you because you really need the money.

## **5. What kind of profile image works best for attracting clients?**

**• A picture of me smiling, because it’s considered more trustworthy and pleasant.**

• An illustrated image of my favorite animal.

• A picture of me wearing a baseball hat and dark sunglasses.

• My company’s logo.

## **6. UpWork charges clients 10% of what they pay on your contract.**

**• True**

• False

## **7. Which of the following is TRUE about hourly jobs?**

• The client is billed only for hours worked.

• Work time is logged through the UpWork Team App.

• Your time is covered by the UpWork Guarantee that an hour worked is an hour paid.

**• All of the above**

## **8. Before you apply for a job, what questions should you ask yourself?**

• Do I have the right skills and experience for this job?

• Do I have the time available to complete this job?

• Do I think the offered rate is acceptable?

**• All of the above**

## **9. Which statement about the Team App is FALSE?**

• The Team App lets you track your time for hourly jobs.

• The Team App takes work-in-progress snapshots at random times in 10-minute intervals.

**• The Team App must be used for fixed-price contracts.**

• The Team App records the total number of keystrokes and mouse clicks.

## **10. A good profile includes which of the following?**

• Your full name, title, and photo.

• An overview that lets potential clients know what you can do for them.

• A few completed skill tests to demonstrate your expertise.

• Well-written text that has a positive tone, is grammatically correct, and is spelled properly.

**• All of the above**

## **11. UpWork charges a 10% fee on each contract.**

**• True**

• False