Assignment description for self-employed professionals

Name client	
Name self-employed professional	
Name hiring manager	
Name project/assignment	
Start date project/assignment	(dd-mm-yy)
Delivery date project/assignment	(dd-mm-yy)
Average number of hours per week	

Nature and duration of the work *

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What is the expected duration of the project/ assignment?

What is the reason for outsourcing this assignment?

- ☐ Project based activities
- ☐ Peak in workload
- ☐ Temporary replacement employee

Describe in as much detail as possible the purpose, core activities and scope of the assignment.

Specify the desired end results, including intermediate results and deadlines. Formulate this as SMART (Specific, Measurable, Acceptable, Realistic, Time-bound) as possible.

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The way in which the activities and working hours are determined

Is the self-employed professional free to independently determine working hours and work locations? ☐ Yes ☐ No (please explain below)

Must fit within the client's business operations. On-site presence may be required for specific tasks or collaborations.

The embedding of the work and the person who carries out the work in the organization

Are there permanent employees within the client who perform the same work? ☐ Yes ☐ No

Does the self-employed professional work as a team to achieve the result? ☐ Yes ☐ No

Does the self-employed professional have a clearly defined and independent assignment within the team? ☐ Yes ☐ No ☐ not applicable

Does the self-employed professional use his own resources/materials? ☐ Yes ☐ No

Are resources/materials made available by the client? ☐ Yes ☐ No

If so, which resources/materials are made available by the client and why.

What is the agreed hourly rate?

What is the average hourly rate for a comparable job level among employees?

What specific knowledge and skills (qualifications) are used in the execution of this assignment?

Obligation to personally perform the work

Can the self-employed professional hire a replacement if he/she cannot continue the assignment? ☐ Yes ☐ No (please explain below)

The replacement must have the same specific knowledge and skills as indicated above and must also comply with the client's security policy.

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