

How to Successfully Work With Freelancers

*Everything you need to know to successfully
hire and work with freelancers.*

Contents

Introduction	3
<ul style="list-style-type: none">• Introduction• What Does It Mean to Work With Freelancers?• Why Freelancers and Hybrid Teams?	
Find the Right Freelancers	7
<ul style="list-style-type: none">• Start the Search Right• What Types of IT-Freelancers Exist?• How Much Does an IT-Freelancer Cost?• Open vs Cursed Freelancing Platforms• Find the Right Project Description	
Working with Freelancers	15
<ul style="list-style-type: none">• The Onboarding• Getting Collaboration Right: 4 Steps• Problems and Solutions• The Offboarding	
ElevateX	20
<ul style="list-style-type: none">• Find the Best IT-Freelancers• What the Community Says• Why ElevateX?	

Introduction

The topic of freelancing in one's own company is typically fraught with many prejudices and uncertainties. Issues such as costs, false self-employment, and complicated collaboration are reasons why companies do not work with freelancers. Nevertheless, it has been shown that freelancers are often decisive for the growth of sales and employment. And also the high flexibility and experience of diverse projects usually brings high added value.

In this guide we take a closer look at the prejudices of freelancing, give tips explain costs and point out sources of problems and solutions.

What Does It Mean to Work With Freelancers?

Freelancers are self-employed workers who carry out assignments for companies. The activity is usually set out in a service contract, which regulates the general conditions. These are typically points such as hourly rates or tasks that the freelancer has to fulfill.

Freelancers are normally responsible for special projects or dedicated tasks.



Why Work With Freelancers?



Knowledge

By constantly working with different companies, freelancers often bring a different perspective and new ideas to a project.



Profitability

Freelancers manage themselves, and so there are usually no other costs outside the hourly rate.



Adaptability

With constantly changing employers, freelancers can quickly adapt to new environments and situations.



Future Orientation

Freelancers promote digital innovation and the building of a digital culture.

Additionally, contrary to many assumptions, freelancers can be more cost-effective than permanent employees. For example, employers save \$11.6 per hour per employee by hiring freelancers.

Hybrid Teams

Hybrid teams are a combination of permanent employees and freelance IT experts. They combine the advantages of both worlds and often stand for a high level of efficiency.

1

Plannability Paired With Flexibility

A core team that has been in place for a longer time is expanded by freelance talent and scaled flexibly to specific skill requirements.

2

Efficiency

Opportunity costs due to unfilled IT positions are significantly reduced. In addition, the time-to-hire for freelancers is very short, and their cost structure is very flexible.

3

Teams of High Performers = Quality

Freelance IT specialists bring enormous project experience and external know-how to the company. Peer-2-Peer Mentoring ensures that it also benefits internal employees as well - the teams cross fertilize themselves and develop further.

Chapter 1: Find the Right Freelancers

Already in the search for suitable freelancers, there are some things to consider. For example, one should always determine in advance what expectations one has and whether these can be met by freelancers. Financial expectations should also be taken into account.

What Do I Need to Consider When Searching?



Set Expectations

Before you start looking for potential freelancers, you should define your expectations. This includes qualifications, experience, the role in the team, the task and the project duration. These are all attributes that will later affect the hourly rate.



Inform Yourself

There are countless portals where freelancers offer their services. They differ in professional fields, requirements, functions and prices. Look for the platforms that best fit your expectations.



ElevateX

At [ElevateX](#), we help you find suitable IT freelancers for your project. We also take care of the time-consuming search. You share your expectations with us, and we introduce you to possible project partners within the shortest possible time.

What Types of IT-Freelancers Exist?

Mobile App Developer

Project Manager

Android Developer

Product Owner

iOS Developer

Scrum Master

Flutter Developer

Data Scientist

Full-Stack Developer

DevOps

Front-End Developer

IT-Security Expert

Back-End Developer

UX/UI Designer

Web Developer

Blockchain Developer



How Much Does an IT-Freelancer Cost?

As a rule, you can expect 90-140€ hourly wage for an IT-freelancer in Central Europe. This hourly wage covers all possible additional costs of the project duration. Often the service of a freelancer mediation is already included. Although the hourly rate may sound a lot at first, there are no additional cost items such as training fees, vacation, holidays or costs for equipment.

How the hourly wage for IT freelancers is exactly composed, you can read in the following.



How Is the Price Composed? (Part 1)

1

Qualification and Experience

Here, the distinction between junior and senior developers is important. The experience that freelancers bring with them from other projects also has an impact on the hourly rate. Experience includes both hard skills and soft skills.

2

Seniority and Scope of Tasks

Basically, the more complex the task, the higher the hourly rate. For this reason, the hourly rates also differ in different specialist areas of development, such as design or full-stack development.

3

Project Duration

A longer project period means more security for the freelancer. So the longer a project period, the lower the hourly wage usually is. Of course, it must be considered that a longer project period automatically causes higher costs, since the freelancer works more hours.

How Is the Price Composed? (Part 2)

4

Tech. Details and Urgency

As a rule, freelancers work with their own hardware and software, which is why the company does not have to provide them. However, flexibility and urgency also play a role when it comes to negotiating prices. The more short-term a project is to start, the higher the costs usually are.

5

Branding

Branding is usually not a specific point that comes up in negotiations. However, freelancers tend to want to work for a company with a good working environment and conditions, which in turn has a positive impact on the hourly rate.

6

Mediator

The advantage of intermediaries is that the search is often much faster. In addition, you can assume that presented freelancers are a good fit for the project. As a rule, the costs can be calculated with approx. 10-30% on the estimated hourly wage.

You want to learn more about the topic of costs for freelancers? Then [read our detailed blog article on the topic here](#)

Find the Right Project Description

A good project description aims to draw the attention of the right freelancers to the project. For this, it is important to have an exact idea of the task.

The most important components are:

1. Project title
2. Project details (task and requirement)
3. Compensation and deadlines
4. Field of expertise and required skills
5. Location of project execution



Open vs Cursed Platforms

Open Platforms

In open platforms, freelancers can usually sign up without any obstacles. The selection of freelancers is larger, but they are not verified. Thus, no quality standard is granted.



Cursed Platforms

With closed platforms, freelancers must first go through an application process. The selection of freelancers is significantly smaller, but they are first checked and the quality is usually higher. In addition, consultants are often still available on this type of platform.



Chapter 2: Working With Freelancers

Once you have found the right freelancer for your project, the work can really start. Now it is important to familiarize everyone involved in a project and to continue to be available as a contact person. Good and open communication is also helpful with freelancers.

In this chapter we will show you what is essential when working with freelancers, what you should pay attention to and how to avoid problems.

The Onboarding: Checklist



Integration

Freelancers often work in hybrid teams, i.e. together with permanent employees. It is therefore important to integrate the freelancers into working methods, networks and structures to enable a quick start to the project. This also applies to provide access to networks or necessary data.



Communication

Integration goes hand in hand with good communication. Make sure that the freelancer's concerns can be taken into account and be open to criticism. Often it is also useful to have a contact person who is a direct link between the company and the freelancer.



Learning

Freelancers often bring experience and knowledge to the company. At the same time, freelancers gain new experience with each company. It is important to understand already during the onboarding that both parties can learn from each other and are open to it.



Documentation

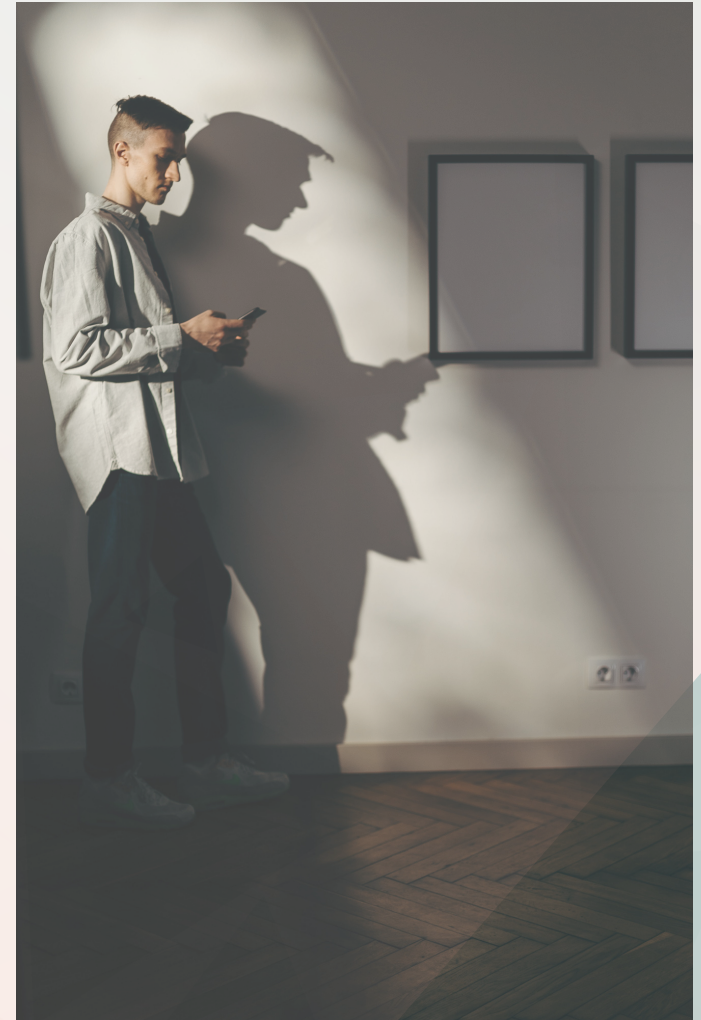
Although project documentation usually takes place in the course of or towards the end of a project, it makes sense to agree on essential information at the beginning that is important for the documentation. This also makes it easier to work with freelancers for future projects.

What Is False Self-Employment?

A false self-employed person is a freelancer who, from a contractual point of view, provides services for an external company, but actually works as if in a classic employment relationship.

Both the freelancer and the company concerned bear the responsibility.

Want to learn more about false self-employment? [Read our article on the topic and download our checklist.](#)



Problems and Solutions

Problem

Solution

False Self-Employment

- work result-oriented
- freelancer is not bound by instructions

Communication

- check linguistic knowledge
- determine communication channels

Project Duration

- search specifically for long-term partners
- consider false self-employment

Poor Quality of Work

- set clear expectations
- create positive working environment

Data Security

- use VPN
- no public networks

In our blog, we have collected the most common problems from our experience and compiled simple solutions and approaches. [You can find the whole article here.](#)

The Offboarding: Checklist



Communicate the Project End

Since freelancers often have to acquire new projects while projects are still running, it is helpful to announce the end of a collaboration early on. This helps the freelancer with planning and leaves a positive impression.



Knowledge Transfer and Documentation

Take away content and lessons learned from the collaboration. Documenting the project's progress and lessons learned can also help facilitate future partnerships.



Contractual Details

In a final conversation, any last ambiguities are clarified, and a final exchange takes place. Finally, the freelancer submits an invoice, which should be paid promptly by the company. The last impression counts just as much as the first.



Maintain Contacts

Even after project completion, it makes sense to continue maintaining business relationships. This way, later collaborations can take place more smoothly. A network can also be formed, which helps to find and train freelancers more easily in the future.

Chapter 3: ElevateX

At ElevateX, we combine our many years of IT experience and the topic of freelancing.

We help you find the right IT-freelancer for your project and are also available afterwards as a partner and contact person.

We attach great importance to good communication and productivity, so that your project become a success.

What Our Partners Say

OSK *BERLIN*

I have been working with ElevateX since mid-2019. After a time-consuming search for a flexible solution for Android and iOS development, I found a professional and reliable partner.

- Gregor Schermuly,
General Manager & Head of
Product @ OSK Berlin

Why ElevateX Is The Right Partner For You



Your requirements are at the very core of how we work. We'll find a solution that meets your needs.



You'll receive the first profiles within 24 hours.



Fully-digitalized, legally-secure contracts and billing with flexibility.



We believe in personal relationships. Our tech experts are here to support you with your project.

How To find Tech Experts With ElevateX

1

We'll analyze your needs and what skills your perfect candidate brings to the table.

2

You'll get a tailor-made match within 48 hours and pick your favorite from pre-selected experts.

3

The collaboration can start!
ElevateX assists you during the whole project to guarantee long-term success.



Conclusion

In conclusion, it can be said that working with freelancers is fraught with many prejudices. We often encounter a lot of skepticism. However, we can say from experience that many prejudices can be cleared up with the right information. If you pay attention to a few essential points, freelancers can bring considerable added value to your own structures.

Hybrid teams of freelancers and permanent employees in particular typically ensure high productivity and satisfaction.

Any questions left?

Don't hold back. We're here to help
Visit elevatex.de or get in touch with us via
info@elevatex.de.

