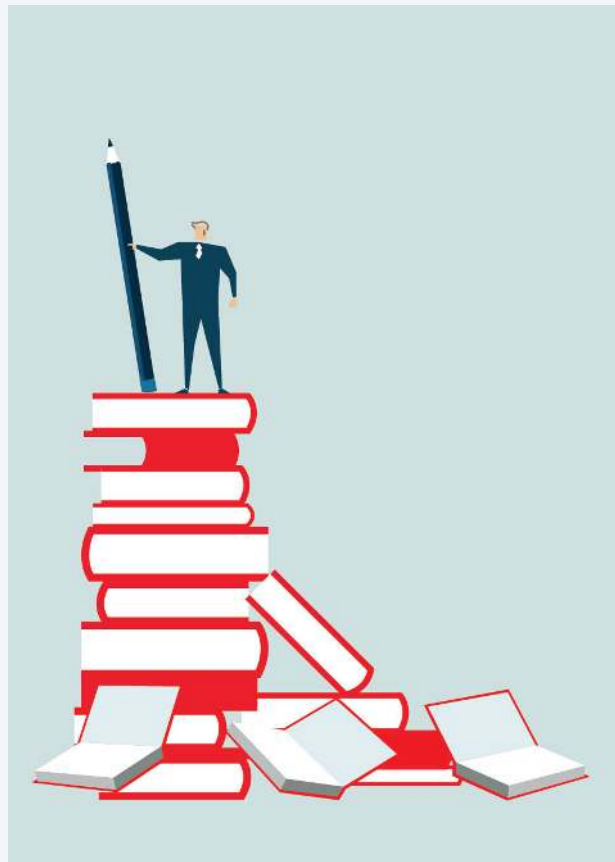




I Need A Writer

Your 10 Point Checklist for Hiring a Freelance Writer or Ghostwriter



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Use this handy checklist when you hire your next writer.

You won't miss any part of the process if you follow the steps below.

1. Define Your Goals and Scope

- Clarify what you want your writer to create: a book, e-book, original research, articles, website content, etc.
- Determine the scope of work, including the number of pages, word count, and any specific topics or themes.
- Establish the tone and style you want to convey.

2. Budget and Payment Terms

- Decide on your budget for the project.
- Understand how ghostwriters charge: per word, per page, or a flat fee.
- Discuss payment terms, such as upfront deposits and milestones.
- Determine whether you will pay for revisions or only the final draft.

3. Research and Shortlist

- Look for ghostwriters with relevant experience in your niche or genre.
- Read their portfolios and samples to assess their writing style and quality.
- Consider using freelance platforms, professional associations or a [niche job board](#) to find potential candidates.
- Check for any certifications or training in writing or relevant fields.

4. Evaluate Experience and Expertise

- Check if the ghostwriter has experience in your specific type of project (e.g., fiction, non-fiction, technical writing).
- Ask for references or testimonials from previous clients.
- Assess their ability to capture your voice and tone.
- Evaluate their understanding of your target audience and desired outcomes.

5. Communication and Collaboration

- Discuss communication channels (email, Slack, video calls) and availability.
- Ensure the ghostwriter is open to feedback and revisions.
- Set clear expectations regarding deadlines and response times.
- Establish a process for addressing any misunderstandings or issues.

6. Legal Agreements

- Draft a contract that outlines project details, confidentiality, payment terms, and copyright ownership.
- Specify whether the ghostwriter will receive credit (byline) or remain anonymous.
- Ensure the contract includes a clear termination clause and any necessary dispute resolution procedures.

7. Content Brief and Research

- Provide detailed information about the project, including key points, target audience, and desired outcomes.
- Share any existing research, notes, or outlines.
- Discuss any specific requirements for citations, references, or formatting.

8. Collaborate on Content Creation

- Schedule interviews or discussions with the ghostwriter to share your ideas and insights.
- Be available for questions and clarifications during the writing process.
- Establish a process for sharing feedback and revisions.

9. Review and Revisions

- Establish a review process for drafts and revisions.
- Give constructive feedback to ensure the content aligns with your vision.
- Determine the number of revisions included in the project scope and any additional costs for further revisions.

10. Finalize and Publish

- Review the final document thoroughly.
- Discuss any last-minute changes or adjustments.
- Once satisfied, proceed with publishing or distribution.

Additional points to consider

Background Check

Perform a background check on the ghostwriter to ensure their credibility and professionalism.

Conflict Resolution

Establish a process for addressing any conflicts or disagreements that may arise during the project.

Intellectual Property

Clarify ownership and usage rights for any intellectual property created during the project.

Project Timeline

Establish a detailed timeline for the project, including milestones and deadlines.

Quality Control

Establish a quality control process to ensure the final product meets your expectations.

At the end of the day, it's important to trust your instincts.

Pick the candidate whose experience aligns with your needs and who you believe can bring your blog, book or case studies to life.

Making the right choice will significantly influence how you or your brand is perceived.

Consider this checklist as a guide to navigate through your decision, ensuring you land the perfect match for your business writing needs.

Do you need a writer?

Our [niche job board](#) has a database of professional, vetted writers available for work.

Check out the most [cost-effective ads](#) on the planet.



About I Need A Writer

I Need a Writer is your gateway to top-tier writing talent.

Here's why business owners choose us:

Quality Assurance

We meticulously vet every writer who joins our platform. Forget cheap, amateur work. Our writers bring years of experience to the table.

Subject-Matter Experts

Need a finance article, a tech blog, or a captivating story? Our writers specialize in diverse fields, ensuring you get expertise tailored to your industry.

Human Touch, No AI

We believe in authentic connections. No bots here! Our writers craft content with passion, creativity, and a human touch.