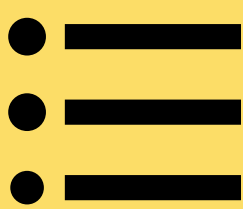


# HOW TO PROPERLY VET CONTRACTORS



## Establish Minimum Requirements

Establish a criteria of contractor you want to work with and keep to it. Having a selection is useful to ensure you're never left shorthanded, but don't spread yourself too thin. It's good to have strong, reliable working relationships



## Obtain References

Request references from some of their other clients and contact them directly for a more honest account, should you feel it necessary.



## Meet Face-to-face

Try to meet with them in person to build personal relations. Otherwise, establish a liaison or a contact within their business to improve communication.



## Gather Documentation

Ensure you have copies of all the required documentation in addition to anything else you feel is relevant. E.g Insurances, Health & Safety policy, Accreditations & Memberships.



## Cross reference Accreditations

Don't take everything for gospel! Check with the relevant bodies that they are what they say they are and their memberships/affiliations are valid.



## Agree on Terms

Agree on roles, responsibilities and general working terms to prevent any hiccups arising. E.g Payment terms,



## Manage & Review

Periodically review contractor documentation to ensure it is current and up-to-date. Monitor and review contractor performance via the use of appraisals.