

The Contractor Hiring Worksheet

Step 1: Start Your Search

Use this table to track potential contractors and where you found them.

Goal: Narrow candidates down to your **top 3–5 choices**

Contractor Name	Contact Info	Source Found (Friend, Yelp, etc.)	Initial Reaction

Step 2: Interview Notes

Contractor 1

Contractor Name: _____

1. *What motivated you to do this work?*

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2. How many years of experience in this area?

3. Do you have examples of similar past projects?

4. Licensed & insured? License #:

5. Warranties offered (scope and duration):

6. References (list at least 3):

- Name & Phone: _____
- Name & Phone: _____
- Name & Phone: _____

7. Do you provide a detailed timeline with milestones?

8. Preferred communication method(s)?

9. Typical payment schedule?

10. Do you handle cleanup and debris disposal?

Notes on gut feeling (body language, honesty, fit):

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Contractor 2

Contractor Name: _____

1. *What motivated you to do this work?*

2. *How many years of experience in this area?*

3. *Do you have examples of similar past projects?*

4. *Licensed & insured? License #:*

5. *Warranties offered (scope and duration):*

6. *References (list at least 3):*

- *Name & Phone:* _____
- *Name & Phone:* _____
- *Name & Phone:* _____

7. *Do you provide a detailed timeline with milestones?*

8. *Preferred communication method(s)?*

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9. Typical payment schedule?

10. Do you handle cleanup and debris disposal?

Notes on gut feeling (body language, honesty, fit):

Contractor 3

Contractor Name: _____

1. What motivated you to do this work?

2. How many years of experience in this area?

3. Do you have examples of similar past projects?

4. Licensed & insured? License #:

5. Warranties offered (scope and duration):

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6. References (list at least 3):

- Name & Phone: _____
- Name & Phone: _____
- Name & Phone: _____

7. Do you provide a detailed timeline with milestones?

8. Preferred communication method(s)?

9. Typical payment schedule?

10. Do you handle cleanup and debris disposal?

Notes on gut feeling (body language, honesty, fit):

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Step 3: Compare Top Contractors

Criteria	Contractor A	Contractor B	Contractor C
Years Experience			
Licensed/Insured	Yes/No	Yes/No	Yes/No
Portfolio Quality	☆☆☆☆☆	☆☆☆☆☆	☆☆☆☆☆
References	Yes/No	Yes/No	Yes/No
Timeline Provided	Yes/No	Yes/No	Yes/No
Communication Style			
Payment Plan			
Cleanup Included	Yes/No	Yes/No	Yes/No
Gut Feeling	👍 / 🤔 / 🚫	👍 / 🤔 / 🚫	👍 / 🤔 / 🚫
Final Rating (1-10)			

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Step 4: Contract Checklist

Make sure your written contract includes:

- Scope of Work (detailed tasks)
- Total Cost & Payment Schedule
- Milestones & Estimated Completion Date
- Change Order Procedures
- Insurance & Liability Clauses
- Permit Responsibility
- Warranty and Guarantee Terms
- Dispute Resolution Method
- Termination Clause
- Both Party Signatures

Step 5: Project Documentation

Keep all these items together for reference:

- Signed contract
- Contractor's license & insurance certificates
- Interview notes
- Communication (texts, emails)
- Invoices & payment records
- Progress & final photos

Final Observations / Notes

Use this space for any thoughts, hesitations, or reminders:
