



## An Entrepreneur's Guide to Recruitment Outsourcing & Hiring Virtual Staff

### *What are Virtual Assistant Services?*

A virtual assistant is an independent contractor who provides administrative services to clients while operating outside of the client's office. Doing so helps to free up a significant amount of time and mental space for business owners that have more than enough on their plates as is. It's a worthwhile expense that can make a serious improvement in your life and business.

### *Finding the Right Virtual Assistant*

#### List of Virtual Assistant Service

- General Virtual Assistant (GVA)
- Creative Writing
- Admin/ Management
- Audio / Video Editor
- Social Media
- Research
- Bookkeeping
- Marketing
- Web Developer

**How do I find a Virtual Assistant?** Here are a few options you might consider:

- The Speed Up Co

TSU is an agency that does all the heavy lifting of recruitment & HR when it comes to finding your value-matched virtual coworker. TSU screens and interviews hundreds of applicants weekly and proceeds with only the most qualified candidates based on skills, experience, technical competency, attitude, and communication skills. You may opt for either part-time VA's starting at 20hours or full-time VAs for 40 hours per week.

#### Pro's

- Time-savvy
- Less hassle of HR
- Support in managing team members
- No legal worries with VA's
- On demand tailored fulfillment & support

#### Con's

- Hourly rates are slightly more

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Join our growing community [Scaling with Virtual Assistants](#); tips & tricks, VA hacks, HR, systems & processes, strategies.

Visit [The Speed Up Co](#) for more information on hiring & pricing.



- Upwork

You can either post a job and have people respond with resumes or you can interview after looking through people's experience and resumes online. It has a huge number of freelancers (more than 12 million) willing to do almost any sort of task or function you can think of and they have their own billing system and way of tracking your freelancer's hours as well.

Pro's

- Cheaper than going through an agency
- You can see reviews of their work
- Internationally used platform

Con's

- Takes time, energy & skill to find the right person
- Can be time-intensive
- Expensive for ongoing VA roles (suited for short-term gigs)
- Limited support if things don't work out

- Fiverr

Is one of the best sites to get small tasks done quickly and cheaply. It's great for graphic design, music & audio, and even things like transcription services.

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- OnlineJobs.ph

The leading job board in the Philippines has become a mainstay for affordable small business outsourcing. How it works is you pay a nominal monthly membership fee, and then once you find your best-fit assistant, you pay them directly with no additional markup on their salary.

Pro's

- Cheaper than going through an agency (though still a monthly subscription)

Con's

- Takes time, energy & skill to recruit the right person
- Time & energy-intensive
- No support in managing team members



Before hiring a virtual assistant or remote worker, here are some checklist you may need to consider.

#### **Budget**

Do a quick analysis of your bookkeeping to work out how much you can put towards hiring a VA. Crunch your numbers, and work out the [value cost](#).

#### **Analyze Your Productivity**

Spend some time prioritizing your tasks, and focus on the ones that you're the most productive at, and consider outsourcing the rest to your future virtual assistant.

#### **Set an Initial Number of Hours for Your VA**

You don't have to outsource everything right away; however, by making a list of tasks your VA can perform, if you have an idea regarding how many and what type of tasks he or she will perform, you can build an estimate of the hours' requirement you'll have. Refer to our delegation cheat sheet which you can [pick up here](#) for this

#### **Qualities You Are Looking for in a Virtual Assistant**

Think about your individual employee preferences, skills needed, and personality types you enjoy working with the most, and then put aside some time to draft a "Job description" for the VA you'd like to hire. See this [post](#) on character.

#### **Define an Area You'd Like Your VA to Hail From**

VAs from locations on the other side of the globe, such as in India or the Philippines, can be great at meeting business needs but may be unavailable during the US business day, but to be sure to mention the time they are required to work to be sure you're on the same page.

#### **Specify All Equipment and Programs Your VA Must Have**

Will he or she need a smartphone? A DSL Internet connection? Skype? WhatsApp or Facebook Messenger? If working with a remote staff member or VA is something new to you, make sure you consider what will be the best way to communicate with your new virtual assistant on an everyday basis. See [this](#) pdf on free resources.

If you decide to do the hiring process yourself, you'll need to interview and choose a candidate. During this process, make sure you prepare there ahead of time.

*Are you ready to outsource and create more freedom for yourself?*

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If you're looking to have recruitment/HR handled for you, check out [this](#) link.

## Training Program

Once you have a clear set of tasks for your virtual assistant, while it's not a requirement, it would be helpful to have some sort of training or onboarding system/process. If you throw a VA into a position without proper training, guidance or processes, it can be overwhelming and end up multiplying problems - as opposed to multiplying production.


## Sample Interview Questions:

1. How do you schedule your day?
2. How do you use different communication tools in different situations?
3. What does "working remotely" actually look like for you?
4. What do you need in your physical workspace to be successful in your job?
5. How do you process information??
6. How do you handle your calendar and schedule? what apps/systems do you use?
7. How do you organize files, links, and tabs on your computer?
8. How do you prioritize tasks?
9. How do you prepare for meetings and facilitate meetings? what do you make sure to do during a meeting?
10. How do you use technology throughout the day, in your job and for pleasure?
11. How would you manage a project with a lot of steps and a lot of people?
12. How would you handle lack of face-to-face contact when you work remotely?
13. How do you balance your work life and the rest of your life?
14. What do you do when you sense a project is going to take longer than expected?
15. If you had a problem when the rest of your remote team was offline, how would you go about solving it?
16. Why do you want to work remotely?
17. What's your biggest concern about working remotely?
18. What is your most valuable asset when it comes to remote work?

## Tips

1. If hiring yourself; Ask for a voice clip or video in the screening process and set a small task related to what they would be doing prior to interviewing. This will filter out the ones that aren't eager/hungry for the position and also give a great indication of the work they'll produce, and whether they can meet deadlines.

hint: Don't ask for skills/experience in the voice/video, they'll likely just read their CV to you. Ask "what gets you excited? What are your goals for this year? What's your drive in life?"

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2. When recruiting & writing a job post, you can ask applicants to fill a form out and put a trick question in there to see if they will follow, this is checking whether they are paying attention and reading the application. i.e. Put 33yo in “age” when you fill out the form, even if you are not 33.
  3. Start documenting your processes with screencasts for a breezy onboarding and training.  
- you are trying to duplicate yourself here. Sceencastify & Loom are great tools for this.

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