



## 7 Useful Things to Know When Hiring A Virtual Assistant

### 1. When To Hire

It's always a good idea to hire help before you're ready. If your maximum capacity is 100 percent, consider looking for extra hands when you're in the 80 to 90 percent range. You don't need to hire someone to work 20 hours a week. You can start your VA on a couple of tasks and then grow together as more work presents itself.

### 2. What Tasks To Hire For

Analyze for potential tasks to hire out by asking:

- What tasks are possibly not urgent but are important that you either A) Need to free yourself up for because you need to do them, or B) Can give to someone else to do, that will make a positive impact on your business?
- What will free you up to do more high-level things in your business with a higher ROI (can you hire out certain tasks for a fraction of what you'd earn doing higher level activities?)?
- What things do you dislike doing but need to be done, and not necessarily by you? Hiring out these tasks not only takes a load off your mind but frees up your energy and boosts your enthusiasm for work.

### 3. Where To Find Someone

There are various places you can find a VA these days, even marketplaces like Upwork or Fiverr. A couple of sources that specialize in matching capable virtual assistants with employers are:

<https://www.visionfind.com/>  
<https://horkeyhandbook.com/>

### 4. How To Interview

When you've narrowed down your candidates to the two or three most likely, you'll want to get on a phone or video call to interview them. Some warm-up dialogue in the beginning will be natural, as you're meeting each other for the first time. After some pleasantries to see what you have in common, you can explore what working together might look like, then decide a next step from there.

A checklist will be useful when doing an interview. On the list, include





must-haves that will indicate the likely success of the person in the role in question. List down, also, desirable attributes that you're looking for.

Some people especially those running larger teams, incorporate personality testing in their interviews to see if the candidate fits the post they're applying for. If it's relevant to the job, it may be a good idea.

## **5. Trial And Compensation**

Working together on a paid trial basis of time or project can be useful to determine whether you and your VA prospect are a good fit. It will be a chance to see how they perform, if you have a good working relationship, how they function as part of your team, if you already have one.

In some cases, starting your VA on an hourly basis is a great way for both of you to figure out what a fair exchange of value would be, and then potentially change it to a package pricing or retainer, where they're accountable for certain tasks on a regular basis for a recurring amount of pay.

## **6. Documentation**

When you've got someone working for you on a regular basis, a contract is a good way to clearly outline your expectations of each other.

## **7. It's About A Relationship**

The beauty of being an entrepreneur is that you can choose, for the most part, who you work alongside with. Take interest in your new hire. Nurture a good team culture and have regular communications. Remember, they're not cogs in a wheel but people with personalities and lives outside of work. A good working relationship goes a long way towards great performance and job satisfaction.

For more help with your business join the [SuperFastBusiness](#) membership