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QUESTIONS TO ASK YOURSELF

# When Hiring a Virtual Assistant

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A GOOD VA should be an asset to your company. An essential tool for efficiency and growth .

Hiring a VA to take on tasks in your business can be a frightening prospect. It requires a tremendous deal of trust to delegate to a person you've likely never met in real life and maybe never will.



# 1



Does this virtual assistant have substantial experience in the industry or tasks for which they are being hired?

Less than 50% of virtual assistants have on-the-job training. Nearly 60% of VAs have some college or a degree.

## 2 Will you make time to delegate tasks to your VA?



You're busy. So is your VA. They are working with other clients, managing businesses of their own and probably running a household.

If you're unable or unwilling to make time in your schedule to delegate tasks to a VA, you may not be ready to hire one.

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# DELEGATION

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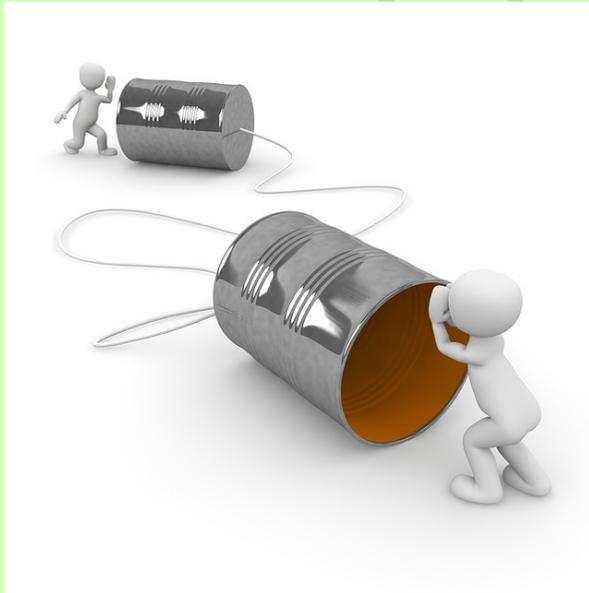


## Are you ready to let go of the reins? 3

Similar to number 2, nothing is more frustrating to a great virtual assistant than being micromanaged on a task that is part of their skill set. Hand it over and let them do their thing. You likely won't be disappointed.

# 4

## Are you capable of clear communication and providing constructive feedback?



Virtual Assistants have systems and processes in place to create efficiency and workflow. If these processes and systems don't work for you, you **MUST** be willing to communicate that to your VA. Active and useful communication is a key factor in successfully working with a virtual professional.

## Are you willing to put in the work to find the right VA?

# 5

Business owners who don't do their homework and interview multiple VAs, often end up with a high turnover rate. Check these items off your list before hiring a VA for your business:

- Does this VA have experience in my industry?
- Am I compatible with this VA? (personality matters)
- Can I afford this VA?
- Would I trust this VA with my email? With my credit card?
- Does this VA have good references?



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