

WORKBOOK

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How to hire a Virtual Assistant

The guide to choose the right help for your business



www.blueworksva.com

NOTES



01 Make the right choice!

Congrats! You've made it to the first step. I know as a small business owner you do lots of things, some of which are very time-consuming. **Here at BlueWorks, we want to help you make the right choice, by selecting a Virtual Assistant** that not only will get some things off your plate but can accomplish your goals, deliver the expected results, all within a timely manner.

We've designed **this guide to help you step by step and choose the right option** for your business!

First of all, let's see what you need to help with.

From the list below, check all the categories you currently need help with. You can also check activities that you don't like to do, or that you're currently doing and are not delivering the expected results.

Tasks to outsource

Check the tasks you want to get off your plate:

- | | | |
|---|--|---|
| <input type="checkbox"/> Email management: replying and follow up | <input type="checkbox"/> Managing a blog | <input type="checkbox"/> Travel management |
| <input type="checkbox"/> Social Media Management | <input type="checkbox"/> Create a course | <input type="checkbox"/> Personal errands (send gifts, letters) |
| <input type="checkbox"/> Calendar/meeting Management | <input type="checkbox"/> Ebooks content & design | <input type="checkbox"/> Bookkeeping |
| <input type="checkbox"/> Preparing slideshows for presentations or webinars | <input type="checkbox"/> Infographics | <input type="checkbox"/> System Setup |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Research for blog posts | <input type="checkbox"/> Video Management |
| <input type="checkbox"/> Customer service | <input type="checkbox"/> Create an opt-in | <input type="checkbox"/> Youtube strategy |
| <input type="checkbox"/> Newsletters | <input type="checkbox"/> Responding to blog comments | <input type="checkbox"/> Design SOP's for business |
| <input type="checkbox"/> Increase traffic to my website | <input type="checkbox"/> Website design | <input type="checkbox"/> Contracts for suppliers |
| | <input type="checkbox"/> Website updates | <input type="checkbox"/> Follow up on orders |
| | <input type="checkbox"/> Manage a Facebook Group | <input type="checkbox"/> Inventory control |

Others not listed:



What is the No.1 quality you're looking for in a VA:



What is your goal for the 3 months, and how your VA will help you achieve that:



What is your budget range for hiring?

02 Let's build their job description:

Before looking for your VA, is a good thing to write down a job description or what you're looking for. This way, when it comes to interviews, you'll weigh your options based on this job profile:

Job Title: Virtual Assistant for
(i.e. social media, for CEO, for website design, etc)

Job Description:
(i.e.: Virtual Assistant will fill the role of Personal Assistant for General Manager)

Brief Description of Duties

Key Competencies, knowledge, skills:

Salary:
Start Date:
No. hours per week/month:
Employment Type: Independent Contractor

Tips for determining the number of hours you need for a VA

I know this can be overwhelming, but I've got a method that can help you determine the hours you need a Virtual Assistant.

- Step 1: Write the task you need help with
- Step 2: Give more details about the task
- Step 3: Complete the average time to complete the task
- Step 4: Add 15% of the time you got.

Let's take for example Email Management

Task	Details about task	Average time to complete task	Total time I need for this task
Email Management	I receive about 20 emails each monday and I need to send follow up emails (20) to my clients. Total of emails on a week: 40 emails	1 hour	1 hour x 15% = 1 hour and 15 minutes round up to 2 hours



I know this part may be tricky because you may be estimating more hours than what you currently need.

My advice is to share your calculations with your VA and come up with an estimate of time before you sign the contract. If you add more hours, these can easily be moved on to the next month or used for a new task.

Number of hours a task usually takes

Check the list below and see the estimated times a common task usually takes

Task	Average time to complete task
Email management (replying and following up)	1 hour a day
Facebook Management (3 posts a day, replying to comments)	30-45 minutes a day
Instagram Management (posting stories, one post a day, replying comments)	30 minutes a day
Pinterest Management (15 pins a day, schedule on Tailwind, arts, description)	2 hours a day
Twitter Management (5 to 6 tweets a day)	30 minutes a day
Calendar/meeting management	30 minutes a day
Preparing slideshows for presentations or webinars	1-2 hours a day
Data Entry	1-2 hours a day
Customer service	1-2 hours a day
Newsletter	1 hour per newsletter
Customer service	1-2 hours a day
Write a blog post	2 to 3 hours
Create a course	160 hours or 1 month
Ebooks content and design	3 hours
Infographics	1 hour
Research	1-2 hours a day
Website design	40 hours
FB Group Management	1 hour
Travel Management	4 to 5 hours
Personal errands	1 hour a day

Number of hours a task usually takes

Check the list below and see the estimated times a common task usually takes

Task	Average time to complete task
Video creation	8 hours
Youtube management	2 hours per video
Design SOP's for business	10 hours
Contracts for suppliers	2 hours
Inventory control	1 hour a day
Follow up on orders	30 minutes a day
List other services not displayed:	

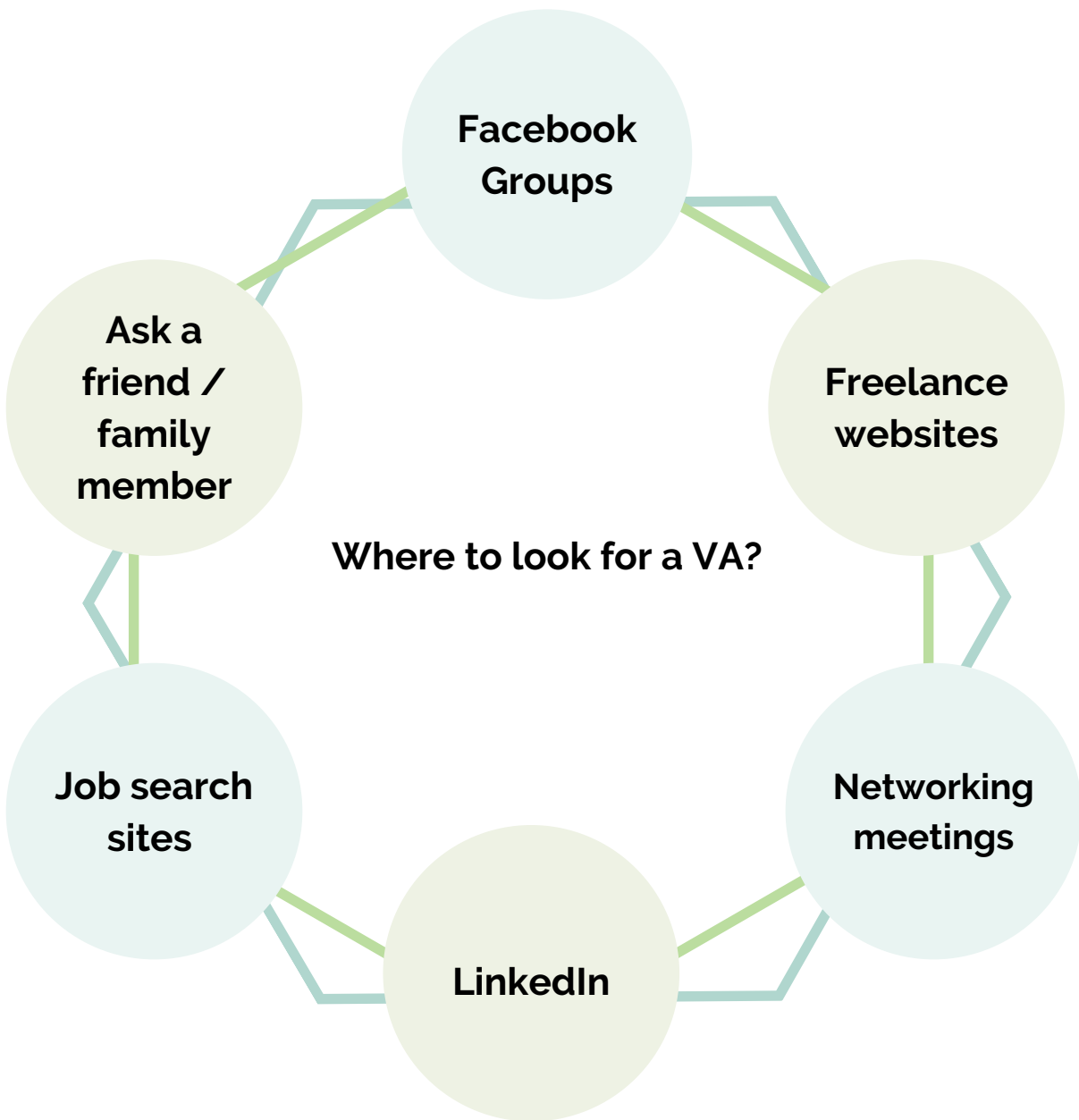
Determine the number of hours you need your VA

Now it's your turn. Complete this chart with all the tasks you need to outsource and estimate the time:

Task	Details about task	Average time to complete task	Total time I need for this task
Total of hours/week/month/day			

03 *Let's look for your VA*

Now that you have a clear idea of what you need and who are you looking for, let's see a few places where you can find your VA



03 Let's look for your VA



Facebook Groups are the best way to find your VA's, for three main reasons:

1. You get to see their profile and check their personality
2. You can check their Facebook page for more information on their business. The best way is to check the "reviews" section, how they interact with their followers.
3. You can schedule a meeting through Messenger, send files, like job description, requirements, budget, etc.



Freelance websites are amazing to look for a VA. Usually, they have certain filters and requirements one has to achieve to post their profile, increasing the trust when it comes to hiring someone you don't get to see. Plus, they also have reviews and comments about previous work, so you can have a reference of the previous work



Networking is a great tool when it comes to choosing your next VA. This can be done in several places: chamber of commerce, church, an event, like a shower or wedding, or even a webinar. The possibilities are endless. This is great because you can actually see their face, know they're local, and increase the trust in the hiring process.

03 Let's look for your VA



LinkedIn: This social platform, allows you to meet professionals with experience. To make this search easier, you can post a job offer on the platform and look for candidates that meet all your requirements.



Job search websites: Similar to LinkedIn, you'll get access to lots of applications for your next VA. The main thing is review them all, classify the top 10 or top 5, and start the interviewing process!



Friends and family are a great choice when it comes to hiring a VA because increases trust and gives a sense of relief in the hiring process (which can be quite stressful!). You can never fail with this choice!

Top 3 places where I will look my VA:

04 Candidate Selection

Once selected you candidates or potential VA's, it's time to organize some questions you may need to ask:

- What made you become a VA?
- What do you want to achieve as a VA?
- Why should I hire you?
- Name your top 3 qualifications
- Can you comment on your work process
- If I hire you, what are the next steps?

Add as many questions as you'd like, remember this person will be handling a part of your brand so you have to make sure they will be the right fit:

And my future VA is...

I hope this was helpful...

When it comes to hiring someone my best advice would be: "go with your gut", if the stars align and there are no red flags, go ahead.

I know you'll find the best VA possible to help achieve your goals. **Here at BlueWorks, we pride ourselves on going the extra mile, so if you give us the opportunity to work with you as your Virtual Assistant, we'll come up with a plan, step-by-step program, and measuring results so you can feel comfortable with our work.**



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