



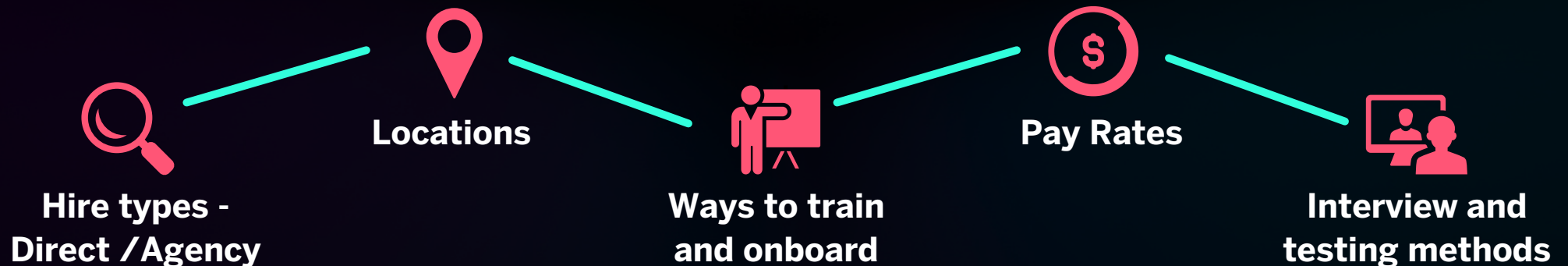
MAKE MORE PLACEMENTS WITH VIRTUAL ASSISTANTS

RECRUITERS
MASTERMIND

INTRODUCTION

There are many places you can go to look for virtual assistant talent (Upwork, Fiverr, Online Jobs etc.), however, knowing the best sites to look at is only one thing.

How do you then know what are the best:



Also, how do you determine what activities should you give them and how many VAs you need depending on the skill set required for those activities?

Having built and scaled a business around virtual assistants, we've put together this quick guide with our top 5 tips on how to ensure you hire the best VAs. Enjoy!

HOW TO FIND THEM

LOCATIONS

What locations should you look at and does this vary depending on the type of VA?

Yes, it does, and there are many factors in picking a location/s!

TO DATE WE HAVE HAD THE BEST SUCCESS WITH:

- Data Entry - Philippines
- Admin - Eastern & Southern Europe
- Marketing - Eastern & Southern Europe
- Recruiters - Eastern & Southern Europe
- Sourcers - Philippines, Eastern & Southern Europe



PAY RATES

PRICE RANGES

You will need to consider what your budget is as this will also dictate the location you source VAs from.

For the locations mentioned above here are the rough price ranges:

**RECRUITERS -
EASTERN/SOUTHERN
EUROPE**

\$10 - 15 USD per hour

**MARKETING -
EASTERN/SOUTHERN
EUROPE**

\$10 - 15 USD per hour

**ADMIN -
EASTERN/SOUTHERN
EUROPE**

\$6 - 8 USD per hour

SOURCERS

Philippines

\$5-8 USD per hour

Eastern & Southern Europe

\$8 - 12 USD per hour

DATA ENTRY

Philippines

**\$4-5 USD per hour, or a
project basis of \$60 for 600
contacts/candidates**

HIRE TYPES

DIRECT OR AGENCY?

You can get VA's through VA-specific outsourcing agencies - our preference is not to do this and our experience has always demonstrated the best success with direct hires.

THE WHY



The reason why we do not like doing this is often the person you are dealing with is not the person who is doing the work. Also, the person doing the work can change frequently and therefore quality levels can fluctuate.

We like to work directly with the freelancers to build and develop long-term relationships whether that is on a part-time (up to 20 hours per week) or full-time (up to 40 hours per week) basis, and we recommend you try it too.

That way not only you will have someone accountable that can meet your standards, but you also have control over multiple aspects of your collaboration.

INTERVIEW & TESTING

METHODS AND WHY THEY'RE ESSENTIAL

When people come to us and say "I hired a VA but it didn't work out, they weren't what I expected and they couldn't do what I thought", or they thought it was something else, or "we didn't have the right rapport", I can always trace it back to a lack of time and investment in the interviewing stage.

OUR PROCESS

***All our VA's go through the below process:**



1st stage:

Messaging

Informal assessment being done by us



2nd stage:

Zoom Interview

With a Director to assess culture fit, experience potential and to position the opportunity to them



3rd stage:

Testing

There are various types depending on the type of VA - we provide test examples in our Mastermind course



4th stage:

Zoom Interview

With the person they will be working closest with

*(bar project-based data entry VAs - we do test and interview them, but only once)

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You may look at this and think - really?!? This many stages for a VA hire?
But to us it's not just a VA hire. It is someone coming into our team and someone we and/or our team are going to be investing in when it comes to training and support and we want them for the long haul.

TRAINING & ONBOARDING

RESOURCES TO PREPARE

Bringing someone new into your business whether they are a VA or a full-time employee is an exciting occasion, and it's essential those first experiences you both have are positive whilst everyone is settling in.

The best way to do this is to make sure that first experience they have with you and the business is positive and they have everything they need to in order to get started a.s.a.p. On their first day.

BE READY

Resources to have prepared:



ACCESS TO TECHNOLOGY

Determine where they need their own user accounts, where they can access yours, look at VPNs etc.



COMMUNICATION

Regular catch-ups and agreed casual communications platform (e.g. Whatsapp/Teams/Slack)



VIDEO INSTRUCTIONS

Utilising Vidyard or Loom



TRAINING SCHEDULE

Structure and development



ACTIVITY TRACKER

Tasks and prioritization

CONCLUSIONS

BUILD YOUR TEAM AND SCALE UP

The more you can document the first time around, the easier it will be to bring on future VA support.

We also ask our VAs to keep these training materials up to date so if a template changes or there are new activities that they do, we ask them to record a training video and save it in our resources folder.

The documentation and training video part is what takes the longest to do, but it is the best investment you will make when it comes to properly onboarding a virtual assistant into your team.

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