



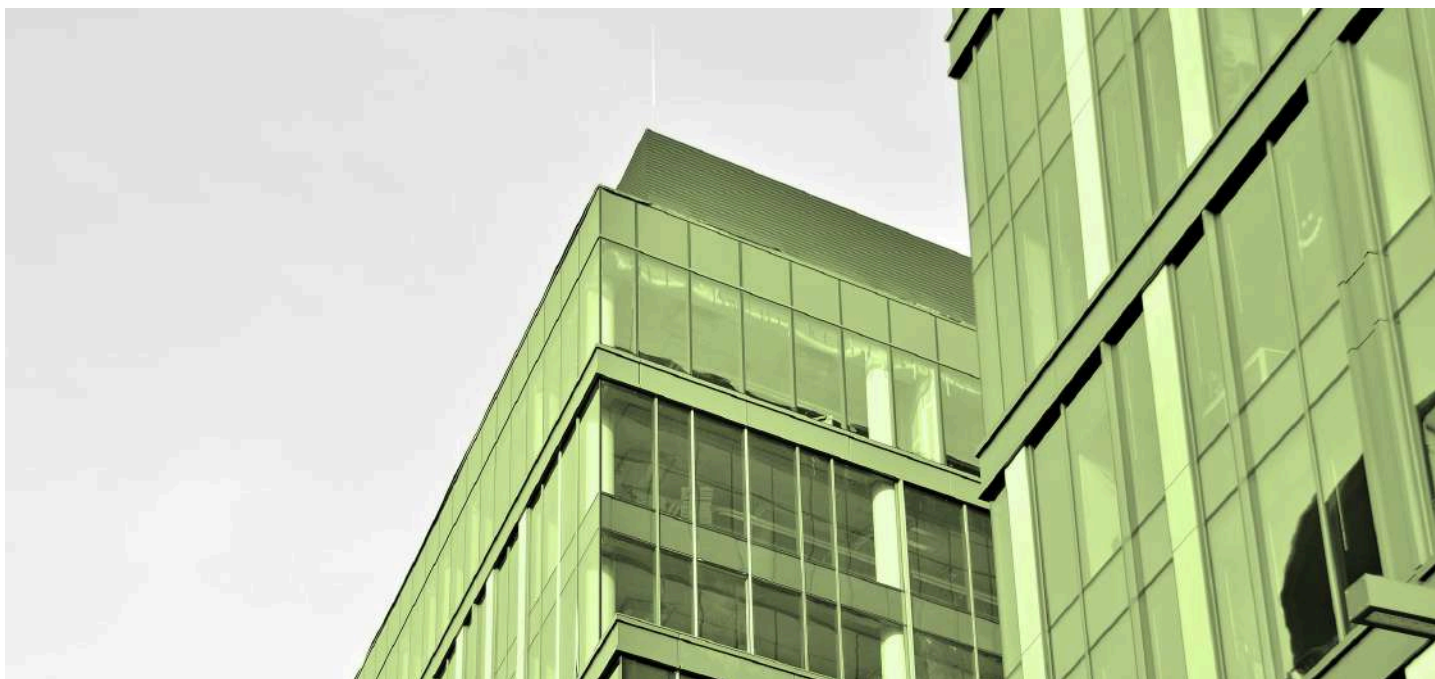
HOW TO HIRE YOUR VA

A guide to sourcing, screening, and
scoring VAs without SMVA support



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INTRODUCTION

WHY YOU NEED THIS GUIDE

You're drowning in tasks. You've Googled "How to hire a VA" five times this week.

You've opened tabs, read blogs, maybe even started a spreadsheet of potential candidates — but every time, you close your laptop with more questions than answers. You know you need help. The to-do list keeps growing, your inbox is a war zone, and your calendar feels like it's working against you.

But here's the real problem:

Hiring a virtual assistant sounds easy — until you realize it isn't just about finding someone who can type fast or organize files. It's about finding the right person. Someone who gets your business. Someone you can trust with sensitive info. Someone who doesn't ghost you mid-project.

And that's where most people get stuck.

THE TURNING POINT

You're smart. You're scrappy. You've built your business on late nights and Google searches. But there comes a point where hustle alone won't get you to the next level. You need support.

You need to delegate — not just to lighten your load, but to grow.

Yet, you're not quite ready to drop thousands on an agency or dive into a done-for-you service like ScaleMate VA™. Maybe you're testing the waters. Maybe you just need one solid hire. Maybe you're skeptical of all the fluff and hype out there.

That's why this guide exists.

THE PROMISE

This isn't another vague checklist or fluff-filled e-book.

This is a practical, proven walkthrough — from defining your needs to actually onboarding the right VA. You'll get clarity, confidence, and a system that works even if you're hiring your very first assistant.

No guesswork.

No overwhelm.

By the time you finish this short guide, you'll know:

- What kind of VA you actually need (and what tasks to delegate)
- Where to find reliable candidates
- How to vet them like a pro (without wasting hours)
- And how to set up the hire for long-term success

Even if you decide not to hire yet, this guide will still shift the way you approach your time, your focus, and your role as an entrepreneur.

Let's get you out of the weeds and into *your zone of genius*.

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01

SECTION ONE

Know What You Need Before You Post

Before you even think about writing a job post, hopping into Facebook groups, or clicking around on Fiverr — **pause**.

Hiring the right VA doesn't start with a job board.

It starts with you getting clear on **what you actually need (and what you don't)**.

Otherwise? You'll end up hiring someone for the wrong tasks, onboarding them in a rush, and feeling frustrated a month in when they're "**not working out.**"

Let's not do that.

Let's start with a simple but *powerful clarity exercise*.

The Clarity Grid Exercise

This is the fast track to figuring out exactly what you need to delegate. Here's a clean and powerful tool to help you quickly identify what your VA should actually be doing — and what they shouldn't.

| TASK TYPE | WHAT'S DRAINING YOU? | WHAT YOU WISH SOMEONE WOULD JUST TAKE OVER? |
|------------------------|-------------------------------------|---|
| RECURRING TASKS | What steals your time every week? | What could a VA handle on autopilot? |
| ONE-TIME SETUP | What projects are gathering dust? | What's been "on the list" forever? |
| TIME-SENSITIVE | What always feels urgent or rushed? | What would feel amazing to <i>not</i> be doing anymore? |
| LOW-SKILL, HIGH-STRESS | What's easy but annoying? | What keeps falling through the cracks? |

WHY THIS EXERCISE MATTERS

Clarity Upfront Saves Headaches Later

Here's what happens when people skip this step:

- They write a vague job post that attracts vague applicants
- They spend hours reviewing applications that don't fit
- They hire someone who can do the tasks... but doesn't click with their style or workflow

And the worst part? They start to think "maybe I'm just not good at hiring."

But that's not the problem.

The real problem is skipping the prep.

Clarity before you post is like prepping your ingredients before you cook. You don't need a 50-page plan — just a simple, strategic framework.

WORKSHEET

DATE

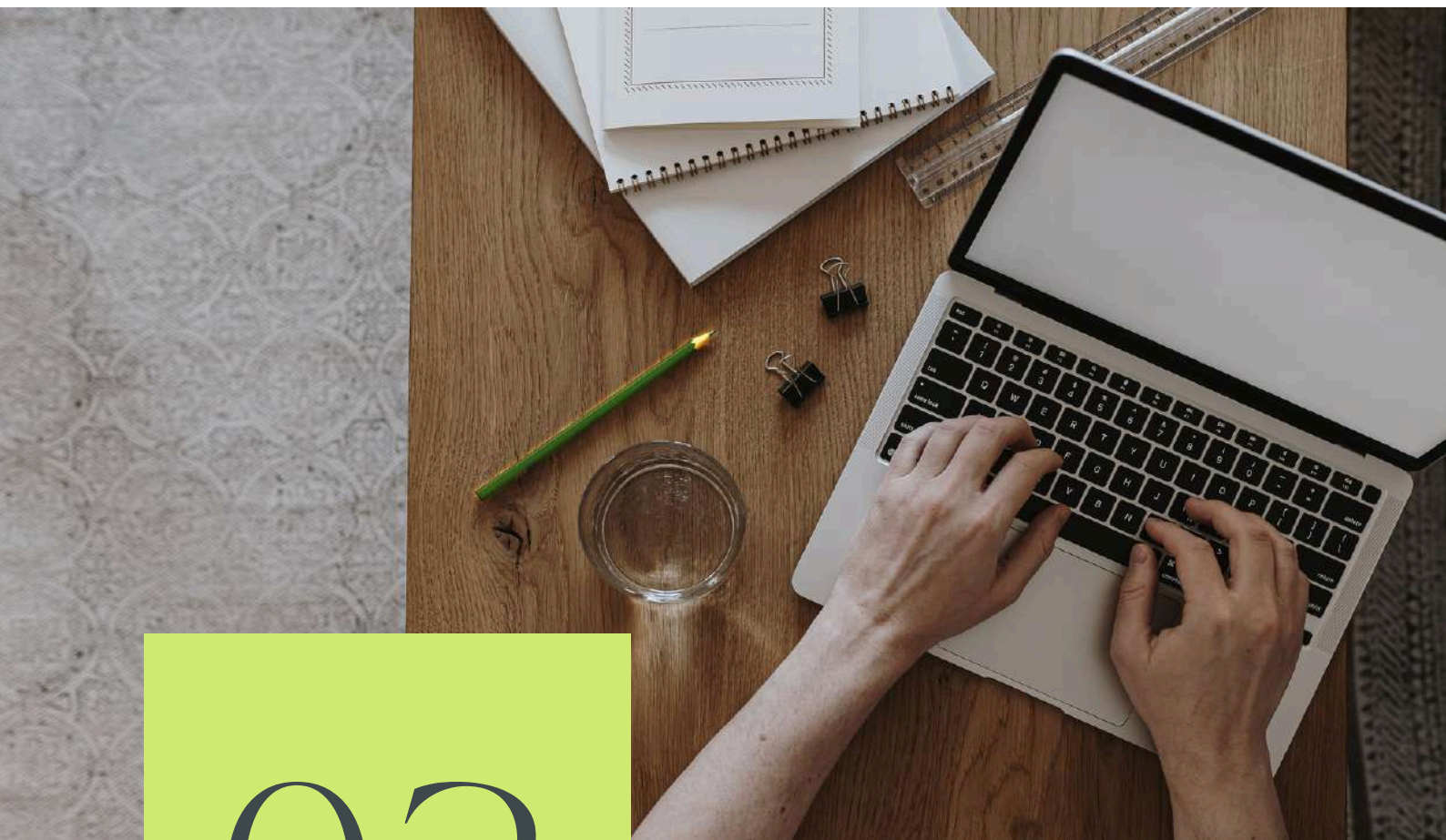
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| ONE-TIME SETUP | | |
| TIME-SENSITIVE | | |
| LOW-SKILL, HIGH-STRESS | | |

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02

SECTION TWO

Crafting a Winning Job Post

Hiring your first VA doesn't have to feel intimidating. In fact, it should feel exciting — you're building your support system. But let's get one thing straight: your job post is not just a list of tasks. **It's a magnet.**

The quality of applicants you attract directly reflects the clarity and confidence of your post.

And if it's vague? You're not going to like what shows up in your inbox.

This is exactly why the Clarity Grid exercise in the previous section matters so much. Once that exercise is complete, the raw details of the VA role are already mapped out — from core responsibilities to must-have skills and personality traits. Those notes become the foundation of the job post, ensuring it reads like a tailored invitation rather than a generic ad.



Why Vague Posts Bring You the Wrong People

Here's the truth: vague posts attract vague applicants.

If you say things like:

"Looking for a part-time VA. Must be reliable and have internet."

...you're not giving potential applicants anything meaningful to respond to. They'll guess what you want. And usually, they'll guess wrong.

The result? You spend hours sifting through low-effort, low-fit applications. Frustration sets in. You start doubting whether hiring a VA is even worth it.

(Spoiler: it absolutely is. You just need a better post.)



Write It Like You Talk — Be Clear, Be Human

You don't need to sound like a corporation. You're not one. Drop the robotic templates.

You're not hiring for a 300-person team — you're hiring for **you**.

Your workflow. Your energy. Your business.

So talk to your future VA like you'd talk to a sharp, capable teammate — because that's what you're hiring.

Be friendly, but direct. Set expectations without apologizing for them.

The best VAs appreciate clarity. They want to know exactly what success looks like in your world.



Include Simple Application Instructions

This isn't about tricking people — it's about filtering out the ones who don't read.

At the bottom of your job post, add a line like:

"To apply, start your message with the word 'Focused' so I know you read the full post."

This tiny step filters out up to 70% of low-effort applicants — and saves you serious time.

The Non-Negotiables: Timezones, Tools, and Traits

If you want to work with someone who's the right fit, you need to define what fit means. This includes three key things:

Timezones

1. Be upfront about when you need them available (if at all). If async is okay, say that. If you need a few hours of overlap with your workday, say that too.
2. "You should have at least 2 hours of overlap with EST Monday to Friday."

Tools

1. What platforms and software are you already using? Do they need to be familiar with them on Day 1, or can they learn on the job?
2. "Bonus if you've used Notion, Google Sheets, and Canva."

Soft Skills

1. Think beyond tasks. What kind of human do you work best with? Be real about what matters to you.
2. "I value quick communicators, detail lovers, and people who don't disappear when things get busy."

Your Job Post Is a Power Move

This is your *first real step* in claiming back your time, reducing your overwhelm, and stepping fully into the CEO role of your business.

So don't rush it.

Don't wing it.

Craft it with care.

Write it with clarity.

And own it *with confidence*.

The right VA isn't just looking for work — they're looking for a leader they can grow with.

Be that leader from Day 1, **starting with your job post.**

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03

SECTION THREE

Where to Find Quality VAs (for Free)

Once the job post is polished and ready, the next question is:

Where should it be shared?

Finding quality Virtual Assistants for free is absolutely possible — it just requires strategy, patience, and consistency.

The good news? There are proven places where high-caliber talent gathers.

So, you've crafted a job post that's clear, confident, and compelling — **well done**.

Now comes the question every founder asks:

"Where do I actually find a great VA?"

Here's the honest truth: the VA world is full of gems — but it's also a bit of a jungle.

The good news? You don't need to spend a dime to start connecting with solid talent.

You just need to know where to look — and how to show up.

First: A Real Talk Disclaimer



Let's get this out of the way up front:

This won't be as fast or easy as clicking **'Order'** on ScaleMate VA™. ⚙️

ScaleMate VA™ was built by two powerhouse business women who personally trained and scaled a team high-performing VAs — and turned that team into the engine behind their own business and yours.

So yes, if you're looking for vetted, plug-and-play support that runs like a machine? That's why ScaleMate VA™ exists.

But if you're not ready for that yet — don't worry.

You can still find a high-quality VA. It'll just take a bit more patience, discernment, and time.

Let's get into it.

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Curated Facebook Groups for Hiring VAs (Free + Active)

These groups are goldmines — but they only work if you post the right way (which you already know how to do from Section 2).

You're not just broadcasting a job — you're inviting the right person into your world. Post accordingly.

Don't Sleep on Your Existing Network

Some of the best VAs are just a connection away — but you won't find them if you don't ask.

Here's how to put your job post to work in your warm circle:

LinkedIn

- Post your job as a regular update on your feed
- Be direct: "I'm hiring a VA — know someone who fits this?"
- Don't be shy to DM 2–3 connections who know freelancers

Instagram Stories

- Share a short text story or a selfie video:
- "I'm hiring my first VA! Looking for someone detail-oriented, tech-savvy, and chill. Know anyone?"
- Tag your industry friends — even if they don't apply, they might refer someone perfect

Entrepreneurial Groups You're Already In

If you're in a mastermind, course community, or coaching group — that's a perfect place to drop your job post.

People inside these circles often know (or are) amazing VAs and freelancers who are aligned with your pace and style.

Quick Bonus: What to Expect (Realistically)

Hiring without an agency means:

- You're doing the sourcing and sorting yourself
- You'll likely review 10–20 applicants to find a strong contender
- You'll spend a few days (or a week) getting through the responses

This doesn't mean it's hard. It just means you're steering the ship. You're in the driver's seat — and with the right approach, *you'll find someone incredible.*



04

SECTION FOUR

Application Process Made Easy

Let's make one thing clear: **you are not here to live in your inbox all day.**

The moment you post your VA job, responses will start rolling in — and if you're not prepared, the admin burden of reviewing them can become a time-sucking spiral. That's why this section exists.

You're about to learn the simplest way to streamline your application process and make hiring feel organized, not overwhelming.

Why a Google Form is Your Best Friend

Think of your Google Form as your personal assistant — before you even have one.

Instead of juggling dozens of email threads, DMs, or inconsistent application messages, you'll direct everyone to one single, structured form that captures exactly what you need to make a confident decision.

No extra software. No paid tools. **Just a clean, professional system.**

Here's what a Google Form does for you:

- Standardizes every application so it's easy to compare
- Filters out people who don't follow directions (immediate red flag)
- Helps you stay objective and organized (no "I forgot who this was again...")
- Makes it easy to scan and shortlist your top picks in minutes

And yes — *the best VAs love it too*. They'll know you're serious and structured, even if this is your first hire.

What to Include in Your Google Form (Simplified + Strategic)

This is your application process, not a corporate interview — keep it friendly and frictionless. Here's a clean, client-friendly set of questions that work every time:

Suggested Google Form Questions:

1. Full Name
2. Email Address
3. Where are you located? (City + Timezone)
4. Link to your resume or portfolio (Google Drive, Notion, website, etc.)
5. Tell me about your VA experience (1–2 short paragraphs max)
6. Have you worked with solo founders before? If yes, tell me a bit.
7. What tools are you confident using? (Check all that apply)
8. ☐ Gmail
9. ☐ Google Sheets
10. ☐ Canva
11. ☐ Trello / Asana / ClickUp
12. What are your top 2–3 soft skills? (e.g., organized, proactive, creative, etc.)
13. Hourly rate or desired monthly retainer
14. Do you have availability to overlap at least 2 hours/day with EST?
15. Upload a short voice note or 2-minute video introducing yourself (optional but encouraged!)
16. To confirm you read this properly, what's the keyword I asked you to include?
17. (Hint: It was in the job post. Starts with "F".)

Pro Tip: You don't need to include every tool or task here. Just the ones most relevant to your role. Keep it clean, simple, and friendly — like a first coffee chat, not a government form.



Final Thought: Don't Overcomplicate the Process

You don't need 50 questions, or a fancy hiring portal to find the right VA.

What you need is:

- Clear expectations (covered in your job post)
- A smart system to receive applications (this Form)
- The confidence to trust your gut when someone feels like a fit

You've already laid the groundwork. Now you're just giving people the front door to walk through.



05

SECTION FIVE

Screening & Shortlisting Like a Pro

So your job post is out in the wild, and the applications are rolling in — *exciting, right?*

Now it's time to put your decision-making hat on.

But let's be real: scrolling through 25+ applications can get overwhelming fast if you don't have a system.

The goal here isn't to find the perfect human (*spoiler: they don't exist*) — it's to find the right match for your current business needs, and to do that without overthinking every email.

Let's simplify this step.

STEP 1: ORGANIZE APPLICATIONS LIKE A CEO

The easiest way to avoid decision fatigue is to centralize everything. If you've used a Google Form, you already have responses in a neat spreadsheet. If not, copy the key details from each application into a single sheet so you can compare at a glance.

Create columns for:

- Name
- Location & Timezone
- Tools/Platforms Known
- Rate
- Keyword Present? (from your job post instructions)
- Notable Skills/Experience
- First Impression
- Status



STEP 2: USE COLOR CODING TO SORT FAST

Visual cues make the process less overwhelming and more decisive. Try this simple color system:

- Green = Strong fit (meets most requirements, feels aligned)
- Yellow = Maybe (some gaps, but worth a closer look)
- Red = No fit (missed instructions, lacks basics)

This way, you can shortlist your top candidates in under 15 minutes without rereading every word.

STEP 3: WHAT TO LOOK FOR IN A GREAT VA APPLICATION

When scanning, focus on **three core indicators**:

1. Responsiveness

Did they apply within a reasonable timeframe? Did they follow your instructions (like using your keyword)? Quick and accurate responses now are a strong sign they'll be dependable later.

2. Attention to Detail

Are their answers complete, thoughtful, and formatted neatly? Did they address your role specifically, or send a generic "I can do anything" pitch? A VA who respects the details will protect your time.

3. Language & Communication Skills

You don't need a grammar perfectionist — but you do need someone who can communicate clearly and naturally. If they included a voice note or short video, listen for confidence and warmth, not just fluency.



STEP 4: SPOTTING RED FLAGS EARLY

Save yourself headaches by filtering out:

- Applicants who skip key questions
- Responses that feel copy-pasted
- Overly formal or robotic language (unless your brand is corporate)
- Anyone avoiding rate or availability questions

STEP 5: SHORTLIST & MOVE FORWARD

Once you've marked your greens and strong yellows:

1. Move them into a "Shortlist" tab on your sheet.
2. Send a quick follow-up or clarifying question.
3. Invite your top 2–3 for a short, 15-minute vibe check call — not a formal interview, just a chat to confirm energy and fit.

Pro Tip: Often, you'll know within the first five minutes of a call if someone is your VA. Trust that instinct.

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06

SECTION SIX

The interview is not about finding “the perfect VA.”

It’s about confirming that the person who looks good on paper is the same person you’ll be glad to work with every day.

The way you run this stage says a lot about you as a leader. It’s not just them on display — *you’re also showing them the type of business they’d be joining.*

Here’s how I recommend you vet like a pro while still keeping it human.

It’s about confirming that the person who looks good on paper is the same person you’ll be glad to work with every day.

The way you run this stage says a lot about you as a leader. It’s not just them on display — *you’re also showing them the type of business they’d be joining.*

Here’s how I recommend you vet like a pro while still keeping it human.

STEP 1: ASK FOR A SHORT INTRO VIDEO

Keep it simple: 60–90 seconds where the applicant introduces themselves, shares relevant background, and explains why they're interested in the role.

Why this works:

- Reveals energy, tone, and confidence beyond written words
- Shows comfort level with video communication (essential for remote work)
- Demonstrates initiative and willingness to go the extra step

Pro Insight: Applicants who invest effort in a short video often approach their work with the same level of commitment.

STEP 2: ASK FOR A RESUMÉ

Even for part-time or task-focused roles, a resumé provides:

- A quick view of professional history and skillsets
- Clues about reliability through role duration and consistency
- Evidence of relevant experiences or transferable skills

While traditional career paths are not essential, consistent follow-through is a strong indicator of future performance.

STEP 3: INCLUDE A DISC TEST

The DISC assessment is a widely used tool for understanding work and communication styles:

- **D** = Dominance (direct, decisive)
- **I** = Influence (social, persuasive)
- **S** = Steadiness (patient, dependable)
- **C** = Conscientiousness (detail-focused, analytical)

Why it matters:

- Highlights natural strengths and potential development areas
- Reveals whether a candidate is more task-oriented, people-oriented, or balanced
- Guides leaders in providing the right type of direction and feedback

A free online DISC test can be requested as part of the application process. The results serve as additional insight, not a pass/fail metric.

SAMPLE INTERVIEW QUESTIONS

Interviews should be structured but conversational, lasting 15–20 minutes. The goal is to confirm skills, assess communication, and evaluate cultural fit.

Consider asking:

1. Tell about a client or role you enjoyed most — and why.
2. When given a task you have never done before, how do you approach it?
3. What does great communication look like in a remote work setting?
4. If managing an inbox and a frustrated client email came in, what would be the first step?
5. Which types of work feel most draining to you?
6. What do you need from a leader to perform at your best?
7. If starting tomorrow, what would be the first thing to seek clarity on?
8. When workload increases, how do you prioritize tasks?

Pro Insight: The how of each answer matters as much as the what. Look for clarity, confidence, problem-solving, and composure under pressure.

FINAL THOUGHT: INTERVIEW TO CONFIRM, NOT CONVINCE

By the interview stage, a candidate should already meet most requirements. The purpose here is to confirm alignment — skills, communication style, and professionalism — before making the final decision.

Once the right fit is identified, the next priority is providing the systems, expectations, and support they need to succeed in the role.

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07

SECTION SEVEN

Making The Hire

Once the right candidate has been identified, the next step is securing the relationship with clarity and confidence. A well-structured start sets the tone for the entire working relationship — and it begins before the first official task is assigned.

STEP 1: SEND A CONTRACT

A contract protects both parties by outlining scope, expectations, confidentiality, and payment terms. It's a non-negotiable step for any professional relationship, no matter how casual the role may seem.

ScaleMate VA™ Pro Tip: Every ScaleMate VA™ client receives a ready-to-use contract — removing the need to write one from scratch or pull something risky from the internet.

STEP 2: SET CLEAR EXPECTATIONS

Before day one, share:

- Onboarding plan: What they will learn, who they will meet, and resources available to them
- Meeting schedule: How often check-ins will happen and in what format (Zoom, email, chat, etc.)
- First-week focus: The key tasks and systems they will start with, avoiding overwhelm by keeping priorities narrow and focused

Clear expectations reduce confusion and build trust from the start.

STEP 3: TEACH USING THE SHADOW → PRACTICE → OWN METHOD

This three-step approach ensures that skills are learned thoroughly, and confidence is built progressively:

Week 1 – Shadow

The VA watches tasks being completed in real time, taking notes and asking questions. This could be through live screen sharing, recorded walkthroughs, or both.

Week 2 – Practice

The VA completes tasks alongside the leader, with feedback provided immediately. This is the “learning by doing” stage, where mistakes are normal and part of the process.

Week 3 – Own

The VA takes full responsibility for the tasks, completing them independently while following the agreed processes. At this point, oversight shifts to spot checks rather than constant supervision.

FINAL THOUGHT: THE FIRST 3 WEEKS MATTER MOST

A great hire can still fail without proper onboarding and gradual responsibility transfer. A well-defined process in the first month doesn't just set the VA up for success — it protects the business from preventable missteps and turnover.

The more intentional the start, the more independent and valuable the VA will become.

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BONUS SECTION: WHEN IT'S TIME TO UPGRADE

There comes a point in every growing business when the DIY hiring approach starts to feel heavy.

More time is spent managing the search, training, and troubleshooting than actually working on the things that move the business forward.

That's the signal.

It's time to step into the next level of support.

If the need is for a vetted, ready-to-go VA who understands the demands of a fast-moving business — without the trial-and-error of doing it all solo — there's an easier way.

ScaleMate VA™ was built for exactly this stage of growth. The process is simple: a qualified VA, matched to the business's exact needs, ready in 7–10 days. No endless job posts. No weeks of screening. No second-guessing.

If the DIY hustle has run its course — **ScaleMate VA™** is ready to step in and deliver the right VA, fast.

BOOK A CALL



**SCALE SMARTER.
GROW FASTER.
WITHOUT
BURNING OUT.**