

ULTIMATE GUIDE
**HOW DO YOU
HIRE A VIRTUAL
ASSISTANT**
[FOR ENTREPRENEURS]



**ARISTO
SOURCING**

ARISTOSOURCING.COM
INFO@ARISTOSOURCING.COM

HOW DO YOU HIRE A VIRTUAL ASSISTANT FOR ENTREPRENEURS?

Firstly, jot down your daily tasks. Take some time to consider which of these tasks a waste of your time is, which you simply dislike, or whether you are willing to give any up. This will be your most important document as it can also form the training document relating to work tasks.

WHAT IS YOUR JOB DESCRIPTION?

Generate a thorough job listing that comprises a call to action, for instance, asking the candidate to offer samples of their work. These samples will show you whether the candidate has read the job description. Include info about your company – for example, what your trade-in, and who your customers are; a list of responsibilities and tasks; the level of schooling and skills essential; and whichever software they should have skills with to perform the daily tasks.



PAINSTAKINGLY VIEW THE CANDIDATES, AND SCHEDULE INTERVIEWS

As you begin to gain submissions, create a list of the candidates you like, scheduling interviews accordingly. It is imperative to plan video interviews, these being closest to in-person interviews.



You should note the candidate's body language. You may consider whether you would connect with them and whether they are compatible with you and the job. This could be a red flag if the candidate avoids a video interview.

QUIZ YOUR TOP THREE APPLICANTS

To certify that you are selecting the correct applicant, allocate your top three a mission that they must accomplish in order to be hired. Occasionally people look suitable on paper; they interview well, however, they do not perform well. You need to know whether you are employing the best person for you and your business.

PROVIDE YOUR SELECTED APPLICANT A TRIAL PERIOD

The trial period or probation period can be from 30 to 90 days, which offers you and your virtual assistant a better understanding of the work, including the culture of the business, and allows you to achieve working well with each other. You can then decide whether you want to retain the worker or whether they are not suitable for the role.

