

The Remote Hiring Checklist

Build a brief that gets you the right person.

Use this checklist before you hire, during vetting, and through the first 30 days. Skip a step and you slow everything down. Follow it and you place faster, onboard cleaner, and keep the hire longer.

7-14

DAYS AVG.
PLACEMENT TIME

\$750

STARTING MONTHLY
RATE — FULL TIME

30

DAY REPLACEMENT
GUARANTEE

2

MARKETS: SOUTH
AFRICA
+ PHILIPPINES

STEP 01

Define the Role Before You Brief

Do this first — everything else depends on it

The single biggest reason a VA placement fails is a vague brief. **"Someone to help with admin"** is not a role — it's a wish. The more specifically you define what this person does on a Tuesday morning, the faster Aristo finds them and the faster they hit the ground running.

- Write down every task you did last week** CRITICAL
 Include everything — email triage, scheduling, data entry, CRM updates, social posts, supplier follow-up. No task is too small. This is your raw material.
- Mark which tasks required only you — and which didn't** CRITICAL
 Anything that required your specific expertise, authority, or a relationship only you own stays with you. Everything else is a candidate for delegation.
- Choose one primary function for this hire** STRATEGY
 Operations / Admin, Sales Support, Marketing / Content, or Customer Service. Start with the function where the gap costs you the most. Do not hire a generalist for four functions — hire a specialist for one.
- List the 5-8 core tasks this person owns daily** STRATEGY
 Be specific. Not "manage social media" — but "schedule 3 LinkedIn posts per week using Buffer, repurpose blog content into captions, respond to comments within 2 hours."
- List the tools and software the role requires** TOOLS
 Examples: HubSpot CRM, Shopify, Klaviyo, Asana, ClickUp, Xero, Google Workspace, Slack, Notion, Salesforce. Proficiency in these should be part of the vetting criteria.
- Define the output standard — not just the activity** CRITICAL
 What does "done well" look like for this role? Define a measurable outcome: response time under 2 hours, inbox at zero by 5pm, 20 outbound leads researched per day.
- Identify who this person reports to and how often**
 Is it you directly? A team lead? Daily check-ins or weekly? The clearer the management structure, the faster the VA adapts to your working style.

Confirm the working hours and timezone requirement

ARISTO NOTE

South Africa (SAST) works best for UK and European businesses — 1–2 hour overlap with UK time.
Philippines (PHT) aligns closely with Australia (AEST). Specify if you need live overlap during your business hours.

TEMPLATE

Role Brief — Fill Before You Send

COMPLETE THIS AND SEND IT TO YOUR ARISTO SOURCING CONSULTANT

ROLE TITLE

5 CORE DAILY TASKS

PRIMARY FUNCTION (CIRCLE ONE)

Operations & Admin | Sales Support | Marketing |
Customer Service

WHAT DOES SUCCESS LOOK LIKE AT 30 DAYS?

HOURS PER WEEK

INDUSTRY KNOWLEDGE REQUIRED?

REQUIRED TIMEZONE OVERLAP

REPORTING TO

TOOLS / SOFTWARE REQUIRED

Aristo delivers a shortlist of **2–4 curated candidates** — not a stack of applications. Every profile has already passed communication screening, skills testing, and reference checks. Your job is to confirm fit for your specific business and working style.

GREEN FLAGS — STRONG CANDIDATE SIGNALS

Asks clarifying questions

A VA who asks about your workflow, tools, and expectations before accepting is showing ownership. This is the behaviour you want at work too.

Gives specific examples, not generalities

"I managed 200 inbound tickets a week in Zendesk" beats "I'm good with customers." Look for numbers and tool names.

Communicates in clear, professional English

Both SA and PH VAs operate in professional English — but still assess written communication in the brief exchange and cover letter before the interview.

Has worked with international clients before

Experience with UK, US, or Australian businesses means they understand timezone expectations, communication norms, and how remote accountability works.

RED FLAGS — PROCEED WITH CAUTION

Vague answers to task-specific questions

"Yes I can do that" without explaining how is a warning sign. You need to know they've done it before, not that they're willing to try.

Can't name the tools they've used

If they've managed a CRM, they should be able to name it. If they've scheduled social media, they should know the platform. Vagueness on tools suggests limited hands-on experience.

Inconsistent availability or response times

How they communicate during the hiring process mirrors how they'll communicate at work. Slow, unclear, or inconsistent responses at this stage are a preview.

No questions about your business

A candidate who doesn't ask anything about your company, your goals, or your working style isn't thinking about fit — only about getting the role.

Interview — 8 Questions That Reveal Real Fit

Walk me through a typical week in your last role.

1

What you're listening for: Specificity, ownership, and familiarity with the type of tasks you need done. Generic answers signal task-doers, not problem-solvers.

Tell me about a time a task went wrong. What did you do?

2

What you're listening for: Accountability and initiative. Did they own the problem and fix it — or pass it on and wait for instructions?

How do you manage competing priorities when everything feels urgent?

3

What you're listening for: A system — not "I just work harder." Good VAs triage by impact, communicate blockers early, and ask for prioritisation guidance when needed.

What tools have you used to manage your work? Walk me through your setup.

4

What you're listening for: Named tools (Asana, Notion, HubSpot, Slack, ClickUp), clear workflows, and comfort with remote collaboration technology.

What does "done" look like for you — how do you know a task is complete?

5

What you're listening for: A quality standard. Strong VAs check their own work against the brief, not just against completion. Look for self-review habits.

If you didn't understand an instruction, what would you do?

6

What you're listening for: Proactive communication, not assumption. "I'd ask before I start" is the right answer. "I'd figure it out" can mean guessing wrong and costing you time.

What are you best at — and what do you prefer not to do?

7

What you're listening for: Self-awareness. A VA who can't name a weakness hasn't thought about fit. One who names a task that's central to your role is telling you something important.

What questions do you have about this role or our business?

8

What you're listening for: Genuine curiosity and forward thinking. Great candidates ask about expectations, tools, the team, and what success looks like. No questions is a red flag.

Most VA placements that fail do so in the first two weeks — not because of skill, but because of unclear expectations, no structure, and no feedback loop. **Invest 2 hours in onboarding and you save 20 hours of correction.** Your VA should be fully operational and independent within 14 days if this is done properly.

1

DAY 1

Access, Tools, and Context

Set up all tool access before they start: email, CRM, project management, communication channel (Slack or Teams), shared drive. Send a written welcome document covering: your business in 3 sentences, the team structure, your communication preferences (response times, message format, meeting cadence), and the first week's priority tasks. Do not assume they'll figure it out.

2

DAYS 2–3

Shadow and Observe First

Before they own any task, walk them through how you currently do it. Record a Loom video for repeatable processes. This becomes the foundation of the SOP document they'll build out. Narrate your reasoning, not just the steps — a VA who understands why does the task better than one who only knows how.

3

DAYS 4–7

Supervised Execution — One Task at a Time

Hand over tasks one at a time with clear output criteria. Review the first attempt together and give specific feedback. "Good job" is not useful. "The response time was right, but the tone was too formal for this client — here's an example of the style we use" is. Feedback loops are how trust and quality build fast.

4

DAYS 8–14

Full Ownership — With a Check-In

By day 8, your VA should own their task list independently. Shift to a daily end-of-day summary (3 lines: what was done, what's pending, any blockers) and a 20-minute weekly call. Ask them to write the SOP for each task they've mastered — this document compounds in value every month they're with you.

5

DAY 30

30-Day Review — Formal Check-In

Review against the success criteria you defined in the brief. Cover: what's working, what needs adjustment, what the next 30 days look like. This conversation sets the standard for the whole relationship. It also triggers the Aristo 30-day guarantee window — if anything isn't right, this is the moment to address it.

STEP 05

Recommended Tools Stack

TASK MANAGEMENT

Asana, ClickUp, or Notion. Assign tasks with due dates, priority levels, and context notes. Your VA should never have to ask "what should I do today?" — the tool answers that.

COMMUNICATION

Slack or Microsoft Teams for daily messaging. Set clear channel norms: what goes in Slack vs email, response time expectations, and when to escalate to a call.

SOP DOCUMENTATION

Notion or Google Docs. Your VA builds the SOP as they learn the role. A good SOP means any future hire ramps in days, not weeks — it's a compounding asset.

VIDEO / ASYNC

Loom for process walkthroughs and feedback. Record once, reference forever. Far faster than writing instructions and far clearer than text for complex workflows.

TIME TRACKING

Toggl or Clockify for hourly roles. Gives visibility into where time goes and helps both sides identify inefficiencies early in the relationship.

FILE SHARING

Google Drive or Dropbox. Set folder permissions carefully — your VA should access only what the role requires. Define this on Day 1 as part of your data access protocol.

REFERENCE

Cost Comparison — Aristo VA vs. Local Hire

| COST ELEMENT | LOCAL HIRE (US / UK / AU) | ARISTO VA (SA OR PH) |
|----------------------------|---|--|
| Base Salary / Monthly Rate | \$4,500–\$6,500 / month (US mid-level EA) | From \$750 / month ARISTO WINS |
| Employer Taxes & Benefits | +25–40% on top of base salary | Included in rate — no additional cost ARISTO WINS |
| Recruitment Cost | \$3,000–\$8,000 agency fee or 8–20% of salary | No placement fee for qualified hires ARISTO WINS |
| Equipment / Office | | |

\$1,500–\$3,000 setup + monthly overhead

VA uses own equipment — no cost to you
ARISTO WINS

Onboarding / Training Time

4–8 weeks before full productivity

2 weeks with Aristo brief and our vetting process
ARISTO WINS

Replacement if it doesn't work

Restart the full process — cost and time again

30-day replacement guarantee at no extra cost
ARISTO WINS

Estimated Annual Cost

\$77,000–\$105,000

From \$9,000

BEFORE THE BRIEF

- Completed the task audit (last week's work)
- Identified the primary function (one only)
- Listed 5–8 core daily tasks
- Defined measurable output standard
- Listed required tools and software
- Confirmed hours, timezone, and reporting line
- Completed and sent the Role Brief Template

DURING VETTING

- Reviewed shortlist profiles from Aristo
- Checked for tool proficiency in each profile
- Assessed written communication quality
- Completed interview using the 8-question guide
- Watched for green flags and red flags
- Confirmed industry knowledge if required
- Confirmed placement and start date with Aristo

ONBOARDING — DAYS 1–14

- All tool access set up before Day 1
- Written welcome document sent
- NDA and data access agreements signed
- Process walkthroughs recorded (Loom)
- First tasks assigned with output criteria
- Feedback given on first task submissions
- SOP document started and shared
- Daily summary format agreed and running

FIRST 30 DAYS

- Weekly check-in call in the calendar
- VA owns their task list independently by Day 8
- SOP document covers all core tasks
- Output quality reviewed against brief standard
- 30-day formal review completed
- Next 30-day task plan agreed and documented

30

ARISTO SOURCING 30-DAY GUARANTEE

If your VA isn't the right fit within the first 30 days — for any reason — Aristo goes back to the brief and sources again at no additional cost. No argument. No process. That's the commitment.

