

## HOW TO HIRE AN OVERSEAS VIRTUAL ASSISTANT

Hiring a Virtual Assistant can be one of the best decisions you can make in your business. They can handle all of those non revenue generating activities so that you can spend your time doing those things that will grow your business.

We use Onlinejobsph - Link: [bit.ly/onlinejobsphROCKS](http://bit.ly/onlinejobsphROCKS)

Here is a sample of our **job posting** when we were looking for simple data entry and tracking using Google Sheets.

*Looking for an experienced Virtual Assistant who is fast and accurate with data entry. Must have knowledge of Google spreadsheets and Google documents. **If interested reply to this job post with details about your experience and your favorite 17 letter word in a sentence. <<—This question is used to weed out the applicants who do not follow directions.***

Once you have applicants that you want to interview you can arrange to speak over Zoom. Here are some sample **interview questions**:

1. Tell me about your computer set up
  - PC or Mac
  - Desktop or Laptop
  - How old is it?
  - How's your internet connection?
  - Are power outages ever an issue?
  - Set up in your home or in a public area?
2. Are you on Facebook or other social media?
3. Tell me more about your experience.
4. What is your availability?
  - Because of the time difference, what days / hours are you available if we need to jump on Zoom?
  - I see you are available 10 hours per week. Do you have some availability everyday or just certain days?



- 10 hours is perfect for us right now. If this is a good fit and we wanted to give you more hours in the future, is that a possibility?
  - We have a project that we would like to give you as a trial to see if this is a good fit. It is basically copying and pasting information from a website into a google sheet. Not very exciting or challenging but we are all about making things fun. How would you make this project fun?
5. I see you are looking for \$199 per month. That works out to about \$4.60 per hour. For this trial project, would you be okay if we paid you by the hour? I would want to check in with you after you have put in about 10 hours to see how it's going. Obviously, if you have any questions, we can check in before that.
  6. After the trial period, if we both feel this is a good fit, how often would you want to be paid?
  7. How do you want to be paid? Payoneer, PayPal?
  8. Do you have any questions for me?
  9. How do you feel about this? Would you like to proceed with the initial trial project?

### **Resources for working with your VA:**

Record Training Videos: [www.loom.com](http://www.loom.com)

Project Management Software for assigning and managing tasks: [www.asana.com](http://www.asana.com)

