



## *Prep for Hiring Your Virtual Assistant Checklist*

So you're to the point where you cannot do it all every day in your business...now what? It's time to hire an assistant to support you in continuing to grow your business.

Here are some things to prepare before you start interviewing for your assistant:

- Compile all of your logins (usernames and passwords)
  - o Facebook: \_\_\_\_\_
  - o LinkedIn: \_\_\_\_\_
  - o Twitter: \_\_\_\_\_
  - o Pinterest: \_\_\_\_\_
  - o Blog: \_\_\_\_\_
  - o Website: \_\_\_\_\_
  - o Hosting account (GoDaddy, Website & Print, Blue Host, Host Gator, etc.):  
\_\_\_\_\_
  - o Email marketing tool (MailChimp, 1ShoppingCart, InfusionSoft, Constant Contact, Aweber, iContact, etc.): \_\_\_\_\_
  - o Project Management tool (Podio, TeamWorkPM, etc.)  
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  - o Other:  
\_\_\_\_\_  
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- Have an idea of the things you will delegate. Make a list of all the activities you do in a day, review the list and circle the things that ONLY YOU CAN DO – what's left are items that you can delegate. 😊  
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- Gather any graphics you may want to use (have them in one convenient place)  
Notes:  
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- Know your budget

Notes:

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- Create a timeline for what you want to have done

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- Come up with a list of must haves and future wants

Must haves:

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Future wants:

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- Write a job description for the position you would like to have filled so that expectations are met on both sides
- Ask your colleagues for referrals / recommendations
- Create a list of criteria that you would like your virtual assistant to embody – those will become your ‘filters’ later upon interviewing
- If you have a unique business model or what you do isn’t well known, consider creating an info sheet for your virtual assistant to learn and ‘get up to speed’ on your tasks

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**Questions to consider asking:**

- Is a retainer required?
- Do the hours roll over each month?
- Will I be working with you directly or with someone on your team (if applicable)?
- Is there a minimum number of hours required to work with you?
- Will the virtual assistant create an agreement / contract for services or are you required to do so?
- What forms of payment are accepted?
- In what time zone are they located?
- What is the preferred method of communication?
- What is your turnaround for requests?
- Do you offer “rush” service?
- Is there a fee for “rush” requests?

Once you are ready to hire and make a decision on who your virtual assistant will be, we recommend setting a trial period or assignment – that way you can get comfortable with each other’s working style and neither party is committed to a long term locked in agreement if it isn’t working out.

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So now you’re set for action on hiring a virtual assistant, we invite you to book a complimentary 30-minute session to learn how my team and I can support you. Grab your complimentary session here:

<http://tinyurl.com/cas82xj>