



Tips to find your perfect VA



Fundamental aspects you need to know to find that perfect Side Kick



time to think



Before you can dive into looking for that perfect person, you first need to consider how they will fit into your business. So, the first step requires a bit of strategy around where your business is currently at and where you would like it to be in the short and long term. Once you have done this, it's time to fill some gaps by answering some key questions.

What do you LOVE doing in your business that drives your business forward and takes care of your clients?

What do you really DISLIKE doing in your business that is important to drive it forward?



Now looking at the things that need to be done that you do not enjoy doing (but is vital to moving the needle!), it's time to find that perfect person.

What skills and software does your VA need to have/know to achieve these goals in your business?

What kind of person would you like to work with?
List their character traits

Decide on some logistical bits:

How many hours per month do you need for your VA?

What rate are you paying per hour?

Do you need them in the same time zone as you, and do you need them online specific hours of the day?

get the data



Now you need to create a space where you can get the information you are looking - a form. I recommend either Google Forms or Typeform. Create a form and include the following intro and questions

First in the intro, you need to include a brief on you, your business, what tasks you would like to delegate and the kind of person you would like to work with. Also to include here is the rate you are offering, how many hours per month you need and your location/time zone (and if its important for them to be in a similar time zone to you or not). You can also include a questions which can highlight for you whether or not they have read everything and followed instructions, and/or a question on how they would handle a stressful situation which would be good to see they are good communicators. Communication is the single most important key in a successful relationship with your VA.

INTRO EXAMPLE:

Hey, I am Sam, VA Coach & Mentor. I help moms launch their VA businesses and get fully booked. I am looking for an ambitious, independent Virtual Assistant that can grow with me and my business.

At this stage of my business, I need help with create and scheduling my social media posts as well as updating my WordPress site when the need arises. I am based in Mauritius and would prefer to work with someone in or close to GMT+4.

If you believe we could be a good fit please complete the form with the link below. If you know of someone who could fit this position, please kindly pass this link on. Please note applications close on DATE. Thank you



get the data



1. Tell me a little about yourself and your business?
2. What do you love to do outside of work?
3. What kind of clients do you work with and do you have any experience in my niche?
4. Looking at the what I need help with in my business, can you expand on your experience in this field
5. What tasks light you up?
6. What tasks do you not enjoy doing?
7. What are your preferred working hours?
8. What is your hourly rate or package rates?
9. What is your availability?
10. What time zone are you in and what hours of the day are you usually online?
11. What key things do you think we need to do to work effectively together?
12. If we had a situation where you knew you were going to run out of hours for a big launch we are working on, and the launch deadline was in the next 24 hours, how would you handle this?
13. Is there anything else you would like to add?
14. How can I contact you?

Be sure to adjust the questions to align with your business, remove the questions that are not relevant for you, and add any questions that you would like



put it into the world



It's time to put your form out into the world.

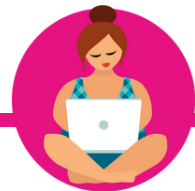
My recommendations are:

- Your own social media platforms
- Facebook groups where VAs hang out. Some really good ones are:
 - Boss Moms
 - Women helping Women Entrepreneurs
 - VA Savvies
 - The Free Mama Movement
- Facebook groups that you belong to that you are currently networking in even if you don't believe VAs hang out here. The reason for this is you never know who will pass the word on. Some of those entrepreneurs may have an awesome VA that has a space to fill.

Be sure to adjust the questions to align with your business, remove the questions that are not relevant for you, and add any questions that you would like



get ready!



Here are some tips to help you

1. Go with your gut! I am a strong believer in intuition, so if someone stands out for you as potentially a good fit irrelevant if they don't have all the skills you require, at least interview them. No matter where VAs are at in their journey, they can learn and grow with you.
2. Choose just 3 of the total applications and contact them for an interview.
3. If possible export the emails you have decided not to consider and send a friendly email letting them know as you may be bothered for a while if you don't :)
4. When advertising your link on social media, decide if you want comments or dm's and SPECIFY this. I personally prefer to not receive these as it can get really chaotic responding to everyone.

Be sure to adjust the questions to align with your business, remove the questions that are not relevant for you, and add any questions that you would like





VA MATCHMAKING & SUPPORT

If you would like my help to find your perfect VA, here is how I can support you:

VA Matchmaking & Support Service:

We have a 1 hour deep dive session into your business and get clarity on exactly what you should be delegating to your VA, and who we are looking for. I then go and search for your perfect side kick using my own community of MUMVA trained VAs as well as my existing network. I will then conduct interviews and shortlist this to 3 VAs and arrange for you to meet and interview them.

Additional Support Service:

If you would like me to support you and your VA in the first 3 months of your engagement, I offer this as an additional service where I am on bi-weekly calls with both you and your VA, as well as available on Slack/Voxer to support both of you.

Included in this service is that within the first 3 months you find this relationship not working for you, I will go and repeat this process a second time at no additional charge

YOUR INVESTMENT:

VA Matchmaking @ £500

VA Matchmaking + 3 Months support @ £999

[CLICK HERE TO BOOK A CALL WITH ME](#)



VA RECRUIT STRATEGY SESSION

You are overwhelmed with tasks in your business and you know you need help, ***but you don't know:***

1. What are the key things you need to do right now in the back end of your business to meet your goals
2. What SIMPLE systems, processes and funnels are needed in your business in the first place?
3. What tasks you should be handing over to a VA, and what skills and/or software they need to know?

In our 2 hour strategy session together we dive deep into your business goals, systems and processes, and what needs to be delegated to drive your business forward. You walk away with:

- A plan for simple systems, automations and funnels in your business
- Clarity on what kind of VA you are looking for and what tasks they need to perform in your business
- A form created with strategic questions to help you find your VA
- A list of the best places to advertise your position
- A checklist of what to cover on Interview calls to help you make a confident decision.
- A bonus 30 minute session of what simple systems you need to have in place to work effectively with your VA

Added Bonus for this Strategy service is a 45 minute Post-interviews call where I help you shortlist and select the best VA for the job!

Your Investment:

VA Recruit Strategy Session @ £199

VA Recruit Strategy Session + VA Matchmaking service + Support Bundle @ £1099

[**CLICK HERE TO BOOK A CALL WITH ME**](#)



“Talent wins games, but teamwork and intelligence wins championships”

- Michael Jordan