

Vetting and Hiring a VA

Hiring Process Document



STRATEGIC SUCCESS
CONSULTING

This process has consistently helped us identify VAs who not only have the necessary skills but also fit well within our team culture. It has allowed us to make informed hiring decisions while respecting both our time and the candidates'. This process has given us high quality of VAs that have positive impact on our operations. It's truly been a game-changer for our team, enabling us to scale our VA workforce effectively and maintain high standards of performance.



1. Define Roles and Responsibilities

Define the VA role's responsibilities, key skills, qualifications, and expected work hours and availability.



2. Draft Job Description

Create a job description outlining key responsibilities, required skills, work hours, location (remote), job title, company overview, and necessary software/tools knowledge.



3. Choose Platform and Post Job Description

Choose platforms like Indeed, LinkedIn, Upwork, and OnlineJobs.ph to post the job description and start shortlisting candidates.



6. Skills Assessment and Personality Test

Inform candidates of their progress, assign a job-related exercise and personality test, and review results to assess abilities. Shortlist based on assessments.



5. Application Form

Send shortlisted candidates an application form for contact info, experience, internet speed, CV, and availability. Review and continue shortlisting.



4. Initial Screening: Video Response

Request a video response from promising candidates to assess their understanding, language skills, and communication. Continue shortlisting based on the videos.



7. Final Interview

Invite top candidates for a final interview, allowing them to book a slot. Discuss their application, salary, availability, and address concerns.



8. Decision and Offer

Review candidate information, select the best fit, extend a job offer to the chosen candidate, and notify others of the decision.



9. Onboarding

Once the offer is accepted, begin onboarding by providing tools, scheduling training, and setting clear expectations for the first few weeks.

Need help vetting your VA candidates? Let's get in a FREE 15 minute clarity call to talk about it and I'll help you decide if they are the right VA for you!

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