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A MAGAZINE FOR YOUNG ENTREPRENEURS

HIRING A VA CHECKLIST

JOB POST

*Please Check

Prefer to:

- Hire yourself
- Use an agency

Budget:

- \$0-5
- \$6-10
- \$10-15
- \$15-20

Estimated hours per week:

- 0-5
- 6-10
- 11-15
- 16-20
- 21-30
- 30-40
- 40+

Full-time

Part-time

Flexible

TimeZone:

- Same
- Opposite
- 0-3 hour variation
- 3-6 hour variation
- 6-9 hour variation
- 9-12 hour variation
- Don't care

*Please Check

Location/Cultural Preference:

- Doesn't matter
- North American
- Western Europe
- Eastern Europe
- India/Southern Asia
- Eastern Asia
- Middle East & Central Asia
- Central & South America
- Africa
- Australia/Oceania

Expected Response Time

- Immediate
- 0-1 Hour
- 1-3 Hours
- 3-7 Hours
- Same Day
- Within 24 hours
- Within 48 houts

Your required frequency of reporting

- Hourly
- Half-daily
- Daily
- Weekly
- Monthly

*Please Check

Your preferred method of communication

- E-mail
- Skype
- Google Hangouts
- Instant Message
- Other

Apps required

- Microsoft suite
- Google Suite
- Mac
- PC
- Keynote
- Photoshop
- Slack
- Trello
- Skype
- Dropbox
- Google Drive
- Audacity
- Other

Needs Analysis		<i>*Please Mark Off</i>					
CATEGORY	TASK	Level of Skill Required			Level of English Required		
		BEGINNER	INTERMEDIATE	EXPERT	BASIC	WRITTEN ONLY	SPOKEN/FLUENT
Personal Assistant	E-mail Management (sorting, flagging, basic replies)						
	Booking appointments with clients						
	Calendar Management (appointment scheduling)						
	Personal errands						
	Hotel and Flight Booking						
Receptionist	Receptionist Duties						
	Voicemail Checking						
	Appointment Setting (phone calls)						
	General Research						
Data	Transcription (transcribing voicemail, video or audio, podcasts etc.)						
	Recording meeting minutes						
	Data Entry in Word, or Google Docs						
	Data mining & finding email addresses						
	File Management (organizing files using Dropbox, Drive etc)						
Social Media Accounts	Manage Social Media Accounts (posting, comments, replies, private groups)						
	Manage your Blog (Basic WordPress Skills, upload, format, publish)						
	Upload Videos on YouTube						
	Moderating Social Media Comments						
	Posting to accounts						
Customer Support	Answering Customer Service Emails /Tickets / Chat Support						
	Sending Client Invoices						

**Please Mark Off*

CATEGORY	TASK	Level of Skill Required			Level of English Required		
		BEGINNER	INTERMEDIATE	EXPERT	BASIC	WRITTEN ONLY	SPOKEN/FLUENT
Management	Project Management & Training Tasks						
	Managing deliverables and to dos						
	Basic Bookkeeping (MYOB, XERO & Quickbooks)						
	Creating basic reports (reports on weekly tasks, deliverables etc)						
	Moderating YouTube Comments						
	Managing other staff tasks						
Content Creation	Preparation of Training Materials						
	Create Slideshare Presentations						
	Creating Social Media Images and Posts						
Podcast	Podcast Setup on iTunes						
	Podcast Insertion on Blogpost						
AV	Basic Editing of Audio Files						
	Adding Intro's and Outro's to Videos						
	Basic Photoshop / Image Editing (Not Graphic Design)						
	Uploading Videos to other Video Sharing Sites / Social Media						
	Removing Background Noise from Audio and Video						

OTHER Generalist: Most tasks in the beginner-intermediate range can be done by a general VA once trained up
 Specialist: For tasks requiring an "expert" level, consider hiring a specialist in just that area.