

“How To Find, Hire And Train A Virtual Assistant For \$3/hr”

Video: <http://youtu.be/zShU1XVpzho>

Important Considerations:

- Consider the cost of hiring & training Employees vs. virtual assistants
- **Preparation is the key to success** with your Virtual Assistants. If your jobs and systems aren't prepared and ready then you will most likely not get good results because they won't know what to do.
- The main reason people fail with VA's is that they don't do a good job managing their projects.
- Give clear **expectations, results** and **deadlines!**
- Tie payments to clearly defined milestones
- Don't choose someone mainly by price
- Start small & keep it simple

5 Reasons Why Outsourcing To The Philippines Makes A Lot Of Sense

1. Filipinos have a good grasp of the English language and American culture.
2. There are now a lot of virtual assistants ready to accept outsourced work.
3. Outsourcing to the Philippines is cheap.
4. You can accomplish more things. *(By delegating the smaller tasks to your virtual assistant, you can accomplish more. These smaller tasks do add up and you have better use of your time.)*
5. The time difference is not really an issue

Simple Steps:

1. Create the system
 1. Overview - goals - results you want to see
 2. Step by step guide
 3. Video training (if applicable)
2. Create good job description
3. Post your job
4. Interview the assistants
 1. Narrow down initial applicants by ratings and reviews
 2. Give them a test job
 3. Evaluate the test job
 4. Pick the top 3-4 for interviews
5. Chose the best one and hire them
 1. Give them the job
6. **Manage the job on a daily basis**
 1. Get a daily report
 2. Check for questions until they are comfortable

7. Reward good work - give raises

How One Could Use Virtual Assistants:

- Marketing for Sellers
 - Searches through Craigslist and FSBO sites for motivated sellers
 - Search Zillow for the owner's information on rentals
 - Send emails, voice mails, and text messages to sellers
 - Finds addresses & personal information from Expired Listings
 - Send postcards through www.click2mail.com
 - Local assistant sends yellow letters
 - Transcribes any voice mails from sellers
 - Updates CRM database with seller information
 - (Sometimes my VA will call sellers back and schedule appointments for me to talk to them - see www.ScheduleOnce.com)
- Marketing for Buyers
 - Create vFlyers / Postlets for each property
 - Post vFlyers on my website
 - Creates Craigslist ads (log into my computer in my office - logmein.com or gotomypc.com)
 - E-mail new properties to Buyer's List
 - Post properties on 10+ different websites
 - Transcribe voice mails from buyers onto spreadsheet
 - Emails my Selling Manager any responses to ads
- Other Ideas
 - Take calls from buyers and sellers
 - Manage your email inbox & calendar
 - Social media marketing
 - Search Engine Optimization - article writing, post articles to blogs, backlinks, etc
 - Bookkeeping
 - Computer programming
 - Design & build websites
 - Data entry
 - Online research
 - Manage your other VA's

Favorite Tools & Resources:

- www.oDesk.com - or UpWork.com
- www.VirtualStaffFinder.com
- VAEasyButton.com
- Drive.Google.com
 - Goal - have a training document / systems manual that you can train your next VA with when you lose your current one.
 - It's so easy to revise!
- www.DropBox.com
- Screen Recording Software
 - Jing - <http://www.techsmith.com/jing.html>
 - Screenr - <http://www.screenr.com/>
 - Screencast-O-Matic - <http://www.screencast-o-matic.com/>

Misc Links:

- www.99designs.com - design a logo, a website, a newsletter, a business card, anything!
- www.Fiverr.com - Hire people to do small jobs for you for \$5. You will be amazed at what you find here!
- onlinejobs.ph - very popular site from the Philippines where you can hire people
- www.elance.com - Good site for outsourcing, maybe not as good as odesk.com in my opinion. The VA's here are generally more expensive than VA's on oDesk. But still, it's worth a look.
- www.guru.com - good site to find more people here in the US that are more advanced & trained, maybe more technical?
- www.FreeLancer.com - great place to find more technical help
- www.Craigslist.org - the place to go to find local assistants
- Really good free ebook on outsourcing (and 10 good podcast episodes): <http://www.outsourcetothephilippines.com/>
- Good general VA training resource (\$197) <http://www.vsfacademy.com/>