



# VA Hiring Checklist

IDENTIFY TASKS TO DELEGATE TODAY



**Stop trying to do it all alone**

Utilize this comprehensive checklist to evaluate which tasks you should delegate and start the journey to discover your perfect virtual assistant.

## Step 1. Identify time-consuming tasks

- Track your time** for a week to see where your hours go.
- List every task** you do, both big and small.
- Highlight tasks that you dislike or are not your expertise.
- Estimate the time** each task takes you per week.

## Step 2. Categorize & prioritize

- Group tasks** into categories (e.g., Admin, Customer Service, Marketing, E-commerce).
- Estimate savings** if each task was delegated.
- Prioritize tasks** based on time saved and impact on your business.
- Focus on repetitive or low-value tasks** first.

## Step 3. Define VA skills needed

- Determine the skills** needed for each prioritized task.
- List software or tools** the VA should be proficient in.
- Consider required experience** (e.g., social media management, email marketing).
- Outline specific tasks** and expectations.

## Step 4. Create a job description

- Write a clear and concise** job description.
- Specify responsibilities, skills, and requirements.**
- Include information about your company and culture.**
- State the expected hours and pay rate.**

## Step 5. Find and onboard your VA!

- Post your job description** on relevant platforms.
- Review applications** and screen candidates.
- Conduct interviews** to assess skills and fit.
- Onboard your new VA** with clear instructions and training.

**Ready to save 15+ hours a week**, but not ready to search, screen, and hire someone yourself? Book your free strategy **call today at [YourNextVA.com](https://YourNextVA.com)**.