

# WHY YOU NEED TO HIRE A VA

## INTRODUCTION



## Virtual Assistant Guide

All Season VA has been helping online entrepreneurs since 2009 with the back end technical requirements of getting online and with FB and IG Ad Management, Social Media Management and Creative WP Websites.

"Every successful individual knows that his or her achievement depends on a community of persons working together. "

*Paul Ryan*

# INTRODUCTION

"ALONE WE CAN DO SO LITTLE, TOGETHER WE  
CAN DO SO MUCH." *HELEN KELLER*

As a business owner looking for supportive solutions for generating more sales, and profits, you definitely need systems, and assistance.

Entrepreneurs who succeed in their businesses, do three things well:

- Have strategic business objectives
- Optimize and utilize available resources for a positive outcome
- Grow their businesses with support for the workload

Hiring a virtual assistant is a proven alternative to hiring a full-time employee. A Virtual Assistant is a self-employed expert in their field.

They offer top-notch services, helping you get things done within deadlines, time constraints and without pressure.

# HERE ARE THE TOP 10 QUESTIONS I GET ASKED ABOUT WORKING WITH A VA

What exactly is a virtual assistant?

A VA is an individual who works virtual and can take certain tasks off your plate, so you can focus on other aspects of growing your business. There are some general office type VA's (email management, answer phones, data entry, etc.) and then there are specialists in specific areas. i.e. Video, webinars, social media, website design, etc.



## How Can I Tell If I Really Need to Hire a Virtual Assistant?

It's advisable to take a look at your workday tasks and projects to validate that everything may run smoother in your business if you hired a VA to assist. If you need a better, more efficient work-flow, or better project management, and someone to help organize this, a VA could be an affordable solution for your business. Ask yourself if you are doing tasks that someone else could do better and faster than you.



## Am I Ready and Prepared to Hire a Virtual Assistant?

Decide what tasks you want to use the VA for in advance. Have a clear idea of what **you** will do and what you want the VA to assist with. This way you can look for a specific VA to suit your business needs. Not all VA's have all the skills you may need.



## Can I Afford to Hire a VA?

VA rates vary and usually, the answer is yes. Since you are not paying Taxes and regular benefits, you can usually find a VA much less expensive than hiring a Full or Part Time employee. Decide if you want to have a full time dedicated VA and the hours needed each week, or if you need project work done by a VA.

Generally what you need help with will determine the rate you should be expected to pay.





## How Can I Trust Someone Else and Let Go of Tasks in my Business?

You'll need to have faith in the VA you hire and be willing to "let go" just a little for a real business partnership.

Your VA will have your back and be there to take on as much of the workload as you want to give them.



## How Involved Should my VA Be In My Business?

Determine if you need assistance with Social Media tasks and management, video production and distribution, copywriting, webinars and launches in advance then you'll know what kind of a VA you are looking to hire.

Also, figure out the number of hours required per week you want to allow for your VA to complete the ongoing tasks and work.





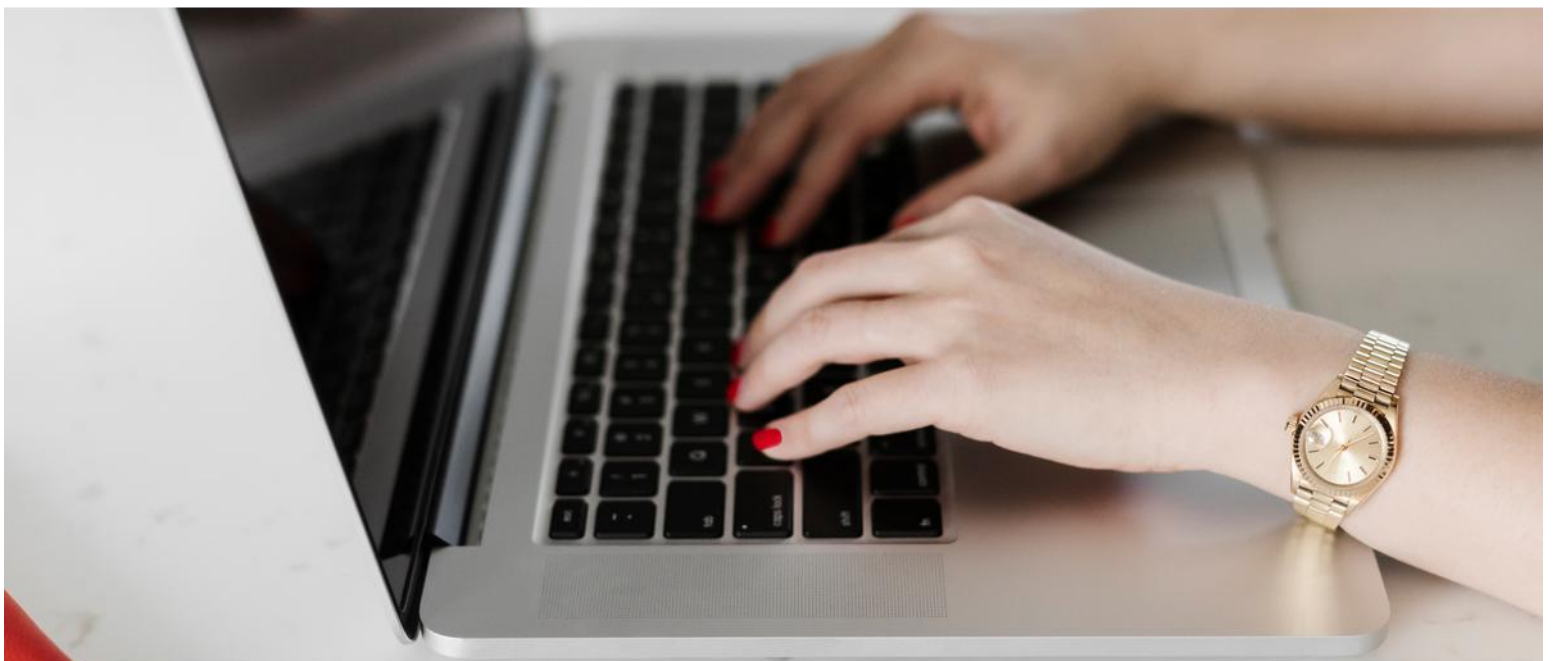
## What Should I Ask During the Interview Process?

You definitely want someone who rates themselves as having good attention to detail. You want them to be efficient, honest, reliable, resourceful, honest, pleasant and kind. I would think someone who is definitely dependable and full of ideas and experiences to help collaborate with you and offer ideas to build and grow your business.



## How Will I Know What to Expect From my VA?

Know and set your expectations upfront with possible hires. During the interview process, be sure you address commitment, expectations, communication methods, time accruals, and tracking, etc. Consider what time zone they can work and where they are located.



## How Should I Communicate With my VA?

There are instant message services for quick answers, email is a good constant source of solid communication. Written instructions are sometimes easier to understand than phone calls. There are CRM tools (paid and free) that you could use to keep in touch and on track of the work. Know and set your expectations upfront with possible hires. You can use [www.Zoom.us](https://www.zoom.us) for weekly meetings.



## What Qualities Should I Look For in a VA?

Be well prepared when posting the job description and during the interviews. Decide how you want the interviews to occur, (by phone or online Zoom Call) if possible be sure to understand the interview's weekly availability and time they have available for a new client.





When you know that you need to hire a VA and  
are ready, just reach out to us at  
[www.AllSeasonVA.com](http://www.AllSeasonVA.com) and we will set up time  
to explore the possibilities and your business  
future.

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