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# **Hire Your Own Filipino Virtual Assistant**

**(in Seven Easy Steps)**

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## 1. Decide what you want him (or her to do

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If you want someone to do some writing, decide what kind of writing: Articles? Sales copy? Video scripts? Or if you want someone to build a website, first decide how you want it built. Do you just need someone to set up a Wordpress site? Do you need custom programming? Do you need design work?

Don't try to hire someone to do everything for you; just hire someone to do one specific task, and plan to train him or her in that task.

If you want a VA to do technical work (such as programming, website design, building websites, and so forth), the approach is different than hiring a contractor or freelancer. When you hire someone on Elance.com, for example, he will tell you how he will do the work. But with a full-time Filipino VA, you need to know how you want your projects done, and then you will hire the person with the skills to do it.



## 2. Identify potential employee

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Go to <http://www.OnlineJobs.ph> to find your Filipino VA, where more than 65,000 skilled Filipinos have posted their resumes. Simply do the following:

- At the OnlineJobs.ph website, click on "[Advanced Search](#)."
- Select various applicable skills, in order to identify those you are looking for.
- If you get too many results from your search (more than 500 people), add more skills (which will narrow down the list), and search again.
- If you get too few resumes, you can remove a skill from your search, or you can select lower skill levels (for example, if you've selected "I'm the best in the world" for a certain skill, change it to "I'm an expert").
- Copy and paste the e-mail addresses of 10 to 30 potential candidates.

**DON'T SPEND TOO MUCH TIME LOOKING AT EACH PROSPECT—THIS STEP SHOULD TAKE YOU NO MORE THAN 30 MINUTES!**

Also, at this point **DO NOT** try to find "The One." Start with 10 to 30 candidates, thus giving yourself a much better chance of finding a good VA.

### 3. Email your candidates

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Send a generic e-mail message to all those on your potential list, with just a few details about the job you have in mind. For example:

[NAME],  
I found your resume on OnlineJobs.ph.

I'm looking to hire someone to do X. [DON'T MENTION X, Y, AND Z—KEEP IT SIMPLE]

Are you still looking for a job?  
[Your Name]

To save time, you can first send a mass e-mail message to everyone on your list of potentials, and simply BCC everyone. If you don't get many responses, try again, this time personalizing the message a little by adding the individuals' names and mentioning a skill you noticed in each one's resume. (Make it personal from you, to them.)



### 4. Interview the people who respond

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Once you receive responses, begin the interview process. E-mail them three or four times (or up to ten times, if necessary) before making your hiring decision. With these e-mail messages, you want to see if they can follow instructions (such as sending you a link to their OnlineJobs.ph profile). Also, see if they are detail-oriented by asking a number of questions, then see if they answer them all. These things will also help you assess their English proficiency, as well as whether they were accurate and honest in their OnlineJobs.ph profiles.

Don't try to Skype with them during the interview process, unless you feel you really must talk with them, because most Filipinos (even those with great skills and work ethic) are humble and on the shy side, and at first will feel reluctant to speak with you. But, the more e-mail communication you have before hiring one of them, the more likely you will find a GREAT virtual assistant.



## 5. Make the job offer

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When you feel you've found the right one, offer him or her a job. Be clear on the following points:

- how many hours per week you expect them to work
- how much you will pay them
- how often you will pay them (it should be weekly for the first two months, then monthly after that)
- what time off you will allow them
- that you will expect a DAILY e-mail message from them, reporting what work they have done each day
- that you expect them to ask for help if they get stuck on something, rather than just "disappearing"



## 6. Give them their first task

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Make it specific, and choose one of two possible approaches: 1) Make it something easy, to be sure they can do it (then build from there); OR, 2) Make it something difficult, and tell them that you are giving them a difficult first task and that you don't really expect them to know how to do it, but that you want to help them take on the task, learn how to do it (from you and on their own), and then complete it.

Either way, be sure to give them clear, adequate instructions and then follow up with them. At this point, don't expect them to be able to do the task on their own without interacting with you. In fact, the more you interact with them during this first task, and the more you provide feedback, the better your long-term relationship will be.



## 7. Manage their work

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- Provide feedback for their work.
- Recognize that sometimes they'll get things wrong (or not yet quite right). Expect this and be patient. The more patient you are, the better they will become, and they may eventually be able to run your business for you.
- Provide them with lots of training.
- Use Jing to create instructions to send to them (it's so easy and effective!). The more they hear your voice, the better.
- Pay them by using <http://www.Payments.ph>
- You can get more training to give them at [ReplaceMyself.com](http://ReplaceMyself.com)



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Remember, hiring a Filipino VA is not a short-term solution to a problem. It requires work and training, but the eventual payoff for you is that as you spend a little bit of effort up front, you will end up with a long-term, loyal, honest, capable employee—one who is incredibly knowledgeable and productive, and you will be paying one-tenth the cost of a US-based employee.

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