



4

MISTAKES

Causing You FAILURE

WHEN HIRING **VIRTUAL ASSISTANTS**

Hiring the wrong virtual assistant is a waste of time and money.

We are totally with you on that.

Without the right tools and knowledge, your virtual assistant hiring failures will continue to frustrate you and steal your time. The hiring process doesn't need to be stressful, time consuming, or costly.

Virtual assistants from Level 9 Virtual have been vetted and trained to help ensure you hire right, the first time.

However, you'll also need to avoid 4 common mistakes to effectively get more done, increase profit, and free your time.

Avoid these 4 common mistakes:

01

You're Looking For The Wrong Things:

When recruiting a virtual assistant most people are hyper-focused on skills. Wanting to have a talented VA in a specific area of your company is great, but what is more important is matching their personality to their skills.

Most virtual assistants have ambition but more often than not, they end up chasing the wrong roles.

For example, we often see very ambitious VAs want to work as a Project Manager. This role includes heavy communication internally with team members and externally with clients. However, this VA's personality is more "compliant" (task focused), than it is "influential" (people focused) making them better-suited to work in a less communicative role.

Making this recruitment mistake will leave you spinning your wheels and wasting a lot of time, but could be easily avoided.

Level 9 Virtual's proprietary **Personality & Skill Profile Matching system (PSPM)** gets you the right VA, the first time.

02 Test Driving Projects:

Have you ever bought a car without test driving it? I sure hope not. How would you know the feel of the vehicle or its responsiveness and overall performance?

Test drive your virtual assistant with a paid project. Yes, you should pay for the work and it serves two purposes.

Get a first hand experience at how the VA will communicate with you, how they ask questions, what their needs are, and how they produce results. It's important to know if they can perform if they haven't been trained and vetted by a supporting virtual assistant company.

Next, the payment process of sending money overseas, knowing how the VA prefers to receive payments and agreement of terms is a good exercise to run through prior to fully committing. Payments should be as easy as running a credit card.

03 Internal Systems:

Bring the virtual assistant into your internal systems and processes. How do you communicate with your internal team? How do you assign tasks or manage projects?

Your VA should be treated as if they are an internal member of your team. Provide them with the proper access to platforms and tools. The way you manage the VA shouldn't force you to change any of your internal processes, just add them in.

With an effective internal system, this will speed up results and get your VA up and running with more accuracy.

At Level 9 Virtual we provide our new clients with a process map of how we operate with our internal team of VAs. This helps cut the learning curve and makes you more efficient.

04 Communication:

The number one breakdown with business owners and virtual assistants is communication. 99% of issues we see with VA performance is actually a breakdown in communication.

Whether it be improper setting of expectations on a project. Not simplifying your task directives. Ineffectively creating the safe space for the VA to make mistakes and learn from them.

Oftentimes business owners assume a virtual assistant is Super Human and ignore the fact that they simply need clear direction, defined expectations, and the freedom to make mistakes. Almost zero new hires in any company, anywhere in the world perform perfect right out of the gate, so be patient.

*Life is too short to be stuck working
12+ hour days.*

**Get More Done, Increase Profit,
Free Your Time!**

TRAINED AND EXPERIENCED
VIRTUAL ASSISTANTS

GET STARTED NOW

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