

How to Hire a VA from Upwork: Checklist



Information You Need

- Category
- Skills
- Tasks (Job Description)
- Budget/ Hourly Rate
- Number of Hours/Week
- Location

1. Register in Upwork

- Credit Card Details

2. Post a Job (Pay by Hour/ Fixed Price)

- Start Date
- Time Commitment
- Experience Level
- Goals
- English Level
- Screening Questions
- Duration of Job

3. Search Freelancers

- As well as receiving applications, you can screen your own candidates and invite them to apply.

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Filters Available:

- How much they have earned in Upwork
- Job Success
- Hourly Rate
- Number of Hours Billed
- Category (i.e. Graphic Design, VA, Admin)
- English Level
- Freelancer Type (or Agency)
- Location
- Tests (i.e. English, MS)

4. Freelancer Profile (Includes the following)

- Summary
- Cover letter
- Availability
- Languages
- Work History
- Feedback from Past Employers
- Test Results

5. Collate and Shortlist Top 5

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6. Interview

- Request in the Upwork chat a 10-minute Skype Interview.
- It is also a chance for you to explain your business.

Interview Questions:

- How long have you been working as VA?
- Have you had specific experience with _____?
- What other industries/ sectors have you worked in?
- What are your working hours?
- What is your turnaround time?
- Have you used _____ program?
- Do you have any references?

7. Decide on your best candidate and offer a trial task.

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Tips for Working with Your VA

- Be clear about the process
- Demonstrate using a video where possible
 - zoom and record to the cloud is good for this
- Provide feedback often
- Provide access to software they need
- Be clear on date task is to be completed
- Share you and your personality
- Let them get to know you



Aerlie Wildy is an Online Organisation Coach & Systems Strategist.

She helps women in business organise their time and their systems so that they can spend more time working ON their business instead of stuck IN their business.

Helping female entrepreneurs navigate the process of outsourcing is a key element of sustainable business growth.

For more information and resources on Outsourcing, and growing your team, head to www.aerliewildy.com/outsourcing