

A person's hands are shown typing on a laptop keyboard. The laptop is open, and the screen displays a website with green and white elements. In the foreground, there is a glass of water. The background is blurred, showing a desk and some papers.

YOUR ULTIMATE CHECKLIST FOR HIRING

the Right Virtual Assistant

**A FREE GUIDE FOR CEOS, ENTREPRENEURS, REAL
ESTATE PROFESSIONALS, AND MORE.**

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Running a business is already hard. You're juggling clients, deadlines, operations, and a never-ending to-do list... and sometimes it feels like there simply isn't enough time in a day.

But the truth is — you don't have to do everything alone.

Whether you're a real estate agent scheduling dozens of calls, a doctor needing admin support, an attorney managing client documents, an e-commerce owner tracking orders, or a CEO running an entire company...

A skilled, reliable, and dedicated Virtual Assistant can completely transform the way you work.

This checklist will guide you through exactly what to look for, so you can hire the right VA — someone who takes tasks off your plate, gives you your time back, and helps you grow with confidence.

Let's find the support you deserve.

THE ULTIMATE VA HIRING CHECKLIST

1. CLARITY BEFORE HIRING

- ☐ I listed the tasks I need to delegate
- ☐ I identified which tasks drain my time the most
- ☐ I defined the skills required (admin, social media, customer service, operations, etc.)
- ☐ I know whether I need a:
 - ☐ General VA
 - ☐ Executive Assistant
 - ☐ Real Estate VA
 - ☐ Social Media VA
 - ☐ Customer Support VA
 - ☐ Operations VA
- ☐ I set my expected working hours & budget

2. IDENTIFYING THE RIGHT VA

- ☐ They have at least 1 year of relevant experience
- ☐ They communicate clearly and confidently
- ☐ They show initiative (not waiting for instructions each time)
- ☐ They have strong attention to detail
- ☐ They can follow processes and improve them
- ☐ They have great English skills (written + spoken)
- ☐ They can work within my timezone or shifts
- ☐ They demonstrate professionalism and reliability

3. RED FLAGS TO WATCH OUT FOR

- ☐ Slow or inconsistent communication
- ☐ No portfolio, no previous work samples
- ☐ Cannot explain previous job responsibilities
- ☐ Overpromising skills they can't prove
- ☐ Unclear expectations about hours or rates
- ☐ Misses calls or deadlines during the trial stage

4. INTERVIEW MUST-ASK QUESTIONS

- ☐ "Tell me about a time you handled a difficult task."
- ☐ "How do you stay organized with multiple deadlines?"
- ☐ "What tools are you confident using?"
- ☐ "Why do you want this role?"
- ☐ "How do you handle feedback?"

5. WHAT A GREAT VA LOOKS LIKE

- ☐ Proactive
- ☐ Loyal
- ☐ Caring
- ☐ Detail-oriented
- ☐ Fast learner
- ☐ Helps you think ahead
- ☐ Treats your business like their own
- ☐ Makes your life easier — consistently

6. FINAL DECISION CHECK

- ☐ I feel confident delegating tasks to them
- ☐ They align with my values and work ethic
- ☐ They make communication easy
- ☐ They show dedication, not just "skill"
- ☐ They feel like someone who can grow with me

YOUR TIME MATTERS

Hiring the right VA is not just a business move — it's a life-changing decision.

Every task they take off your plate gives you:

- More time with your family
- More freedom to grow your business
- Less stress
- A smoother, more organized work life

And **you deserve that.**

READY TO FIND YOUR VA?

At OnPoint Virtual Partners, we connect you with highly skilled, loyal, and dedicated Filipino Virtual Assistants who care about your business like it's their own.

Book a Free Consultation Today!

<https://calendly.com/onpointvirtualpartners/30min>