

# 7 Steps to Get Started Hiring Filipino Virtual Assistants

By John Jonas

Getting started hiring a Filipino Virtual Assistant isn't hard. But it's different than hiring a freelancer where they tell you how to do what you want done. Here is a process to make hiring a Filipino Virtual Assistant easy.

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## 1. Decide what you want them to do

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If you want a writer, decide what type of writing. Articles? Sales copy? Video scripts? If you want a website built, you need to know how you want it built. Do you just want a WordPress site set up? Do you need custom programming? Do you need design work? Don't try to hire someone to do everything. Hire them to do one specific task and plan to train them on that task.

If you want someone to execute technical work (programming, website design, building websites), this is different than hiring a contractor who tells you how to do what you want done. When you hire on a freelancer website, you say "I want X done", and people tell you how they'll do the work. With full-time Filipino Virtual Assistant you'll need to know how you want your project done and then you'll need to hire the person with the skills do do it.

## 2. Narrow Down Your Candidates

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Go to <http://www.onlinejobs.ph> to find your Filipino Virtual Assistant . OnlineJobs.ph has over half a million Filipino workers seeking jobs with foreign employers like you. Here's how to start narrowing it down:

1. Search for the skill you're looking for
2. If you find too many results from your search (more than 500), use the search filters to refine skills.
3. If you get too few resumes, either remove a skill from your search or lower your skill requirements (try the "Refined Filters")

4. Contact 10-30 potential candidates. Don't spend too much time looking at each one.

**THIS WHOLE PROCESS SHOULD TAKE YOU NO MORE THAN 30 MINUTES!**

**MISTAKE:** Don't try to find "The One" candidate. Trying to find the perfect candidate is a waste of time because chances are really good they won't reply to you when you contact them. Emailing 30 candidates gives you a much better chance of finding a good VA.

### 3. Email your candidates

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Send a generic email to your list of emails. Make the email generic with very few details about your job. For example:

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[NAME],

I found your resume on OnlineJobs.ph.

I'm looking to hire someone to do X. [DON'T PUT IN X, Y AND Z HERE. KEEP IT SIMPLE] Are you still looking for a job and available to work?

Your Name.  
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DON'T just copy and paste the email from above. Make it personal to you and personal to them. Many workers throw away form inquiries (just like many employers throw away form job applications).

### 4. Interview the people who respond

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When you get responses, begin the interview process. Email them 3 or 4 or 10 times before hiring them. While emailing them you're looking to see if they can follow simple instructions (ask them to send you a link to their onlinejobs.ph profile), if they are detail oriented (if they answer EVERY question you ask), if their english is good (it's hard to fake numerous email responses), and if they were honest in their onlinejobs.ph profile.

The more you email them before you hire them, the more likely you'll find a GREAT VA.

Don't try to skype with them in the interview process unless you feel you NEED to talk with them.

Filipinos don't want to talk with you on the phone because they're scared that you won't understand them.

## 5. Offer them a job

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When you're ready to hire, offer them a job. Some things you should include when offering the job include:

- how much you expect them to work
- how much you'll pay them
- how often you'll pay them (weekly for the first 2 months, then monthly after that) - Tip: never pre-pay for work
- what time off you'll allow them
- that they NEED to send you a daily email reporting on what they worked on that day
- telling them to not disappear when they get stuck on something

## 6. Give them their first task.

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Make it specific. Either make it simple and make sure they can do the simple task, or make it difficult and tell them you're giving them a difficult task that you don't expect them to know how to do it.

Either way, make sure to follow up with them and make sure they have good instructions. 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 this first time, 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 they'll mess up sometimes
- Sometimes they'll do things wrong. Expect it. Be patient. The more you're patient the better they'll become. Long term, they might be able to run your business.
- Provide lots of training.
- Use screen recording software like Jing or Snagit. The more they hear your voice, the better
- Pay them via EasyPay at [OnlineJobs.ph](http://OnlineJobs.ph)

Hiring Filipino VA's is not a short-term solution to a problem. It requires work. It requires providing them training.

If you spend a little bit of effort up front, you'll end up with a long-term, loyal, honest employee who is incredibly knowledgeable, for 1/10 the cost of a USA based assistant.



John Jonas hired his first full-time Filipino VA in 2005. He started OnlineJobs.ph in 2009 and currently works about 17 hours/week running it. His 20+ full-time staff in the Philippines are amazing.