How to Hire

Your First Virtual Assistant

Template – Criteria List

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Compare Prospects

When reviewing your top 5 prospects, rate them 1 to 5 (5 being the best) based on the different categories.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Prospect #1 | Prospect #2 | Prospect #3 | Prospect #4 | Prospect #5 |
| Skills | 5 | 3 | 1 | 4 | 2 |
| Experience | 2 | 4 | 1 | 3 | 5 |
| Test Project | 1 | 2 | 3 | 4 | 5 |
| Interview Questions | 1 | 2 | 3 | 4 | 5 |
| References | 4 | 3 | 2 | 1 | 5 |
| Personality | 5 | 4 | 3 | 2 | 1 |
| Website, social media accounts | 1 | 5 | 4 | 3 | 2 |
| Total | 19 | 23 | 17 | 21 | 25 |
| Possible start date |  |  |  |  |  |
| Notes |  |  |  |  |  |