



**HOW LONG BEFORE MY VA
CAN START TO WORK FOR
ME?**

SE QLD VIRTUAL ASSISTANTS



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The process of employing a Virtual Assistant is similar to that of recruiting a traditional employee. Having to decide between several possible candidates requires some time.

At SEQVA, we want you involved and to feel like an integral part of the team as we select the ideal virtual assistant for your business.

Hiring Process

IDENTIFY NEED

Identify what your company needs

Step 1

JOB LISTING

The listing will be made through BPO Seats

Step 2

SCREENING

Review applications pre selected by BPO Seats

Step 3

INTERVIEW

Conduct Interviews to get to know more of the candidates

Step 4

MAKE AN OFFER

Discuss about salary and benefits.

Step 5



IDENTIFY NEED

Identify what your company needs

Step 1

Include a description of the ideal candidate's qualifications, personality traits, and skills for the position you're hiring for. You should give potential employees some background about your organisation so they know what they're getting into if they decide to apply.

JOB LISTING

The listing will be made through BPO Seats

Step 2

Once you have provided a job description, our partner BPO Seats will post a job listing on multiple sites. BPO Seats will be responsible for sourcing applicants for your consideration.

SCREENING

Review applications
pre selected by BPO
Seats

Step 3

BPO Seats will evaluate the candidates' applications to determine if they possess the required requirements for the position. This is conducted through phone and determines whether the candidate advances to the next part of the interview process.



INTERVIEW

Conduct Interviews to get to know more of the candidates

Step 4

You will be invited to attend a scheduled interview with the hiring manager in order to learn more about your potential virtual assistant. You may inquire about their background, abilities, and experience, and may administer a test.

MAKE AN OFFER

Discuss about salary
and benefits.

Step 5

A job offer will be sent to the candidate you've selected, and it will include information regarding work hours, benefits, compensation, and other crucial legal requirements mandated by the Philippine government.



SE QLD VIRTUAL ASSISTANTS

Once accepted, set an ideal starting date for your employee

Allow for the candidate to give one month notice with their existing employer. If you're looking for part-time staff then we may be able to provide someone straight away.



SE QLD VIRTUAL ASSISTANTS

It is estimated that it will take between 1-2 months before your VA can begin working for you.

contact us

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VIRTUAL ASSISTANTS PTY LTD

