



# The VA Intern

## How to Find a VA

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### Tips on looking for and choosing the perfect VA

- Post an RFP (Request for Proposal) on LeapFrogVA Network and/or LeapFrogVAPH Network where the references are already checked and we only have top notch VAs to choose from.
- Let the VAs come to you with their best proposal.
- Narrow it down to the best top 3 VAs and interview them via Skype, Google Hangout, phone, or some other way so you can get to know them a bit.
- Personality fits are as important as skills. You will want to work with a VA that you genuinely like to work with and visa/versa.
- Remember that VAs are not employees. Treat them with the same respect you would treat any other business owner and the mutual respect will make it a much stronger business relationship.
- Research your VA. Do a simple Google Search, take a look at their social media platforms, see what you find.
- They should offer you a contract which needs to include at least the following:
  - Terms and Conditions (hours they work, how they manage your work, urgent project terms, etc.)
  - Length of contract
  - Contact Information
  - Billing and Payment Terms

- Working dates and times of operation
- Non-disclosure conditions
- Non-compete conditions
- Confidentiality conditions
- Disputes conditions
- Termination conditions

- Get at least 3 names, emails and phone numbers of references for their past clients (see below with how to contact them and what to ask)
- Decide if you would like someone in your country or if it matters to you where they are located
- How would you like to communicate with your VA?
- Would you like to work with a team?