

HOW TO HIRE AN ASSISTANT WORKSHEET™

**UN**®

Buy Back Your Time (Part 2):

Find good people to take the low value / low energy tasks off your plate.

Without breaking the bank.

Once you've completed the tasks in Part 1 - you should be much clearer on the priority tasks to delegate. For most small business owners this involves hiring an assistant to delegate the low-value / low-money tasks.

Finding the right people requires a solid hiring process. This worksheet breaks down step-by step how we would go about hiring a Virtual Assistant. We'd hire a VA in the Philippines. It's a great option for a number of reasons:

- **Culture:** generally they pride themselves in giving great service
- **Language:** their English is generally good
- **Education:** qualifications up to degree-level are common
- **Value for money:** \$200-\$1,000 per month (full-time equivalent)
- **Timezone:** a large percentage of the workforce is flexible and will work UK hours

If you want to discuss other options or roles jump on a group call, or message us to discuss.

How to use this Worksheet: type this up on a separate document (or grab a pen & paper if you wish) + answer the Q's below.

STEP 1: WHAT SKILLS ARE REQUIRED?
GENERALIST OR SPECIALIST? A lot of small business owners go wrong by trying to hire generalists to do specialist work. • A generalist VA should be able to complete tasks such as admin, data input, research, and support with personal admin (travel booking etc) • Specialist tasks include video editing, SEO, copywriting, design, marketing, sales, tech development. If you want to delegate these tasks - we'd recommend finding specialist assistants with the right skillset and experience. Next - get decide how often you think you'll be delegating these tasks: • For one-off projects: Fiverr and Upwork are good places to post an ad and find someone quickly. Check their reviews, skills and experience. • For ongoing, regular tasks: we recommend using one of the outsourcing options in step 2.

STEP 2: OUTSOURCING TO THE PHILIPPINES

Typical full-time equivalent cost per month:

- Virtual Assistant (\$500-\$800)
- Design/copywriting/SEO etc (\$800)
- Developer, techie (\$1,000)

Often, you'll get what you pay for. If you can pay more you'll attract better candidates. Full-time roles are also highly sought after in the Philippines, which will attract better candidates (and also reduce distractions from other work).

Hiring options:

- DIY via job boards (we'd recommend [onlinejobs.ph](https://www.onlinejobs.ph) - it's \$69/m to post job ads and you can cancel when not hiring)
 - + This is cheaper and allows you to hire part-time staff if you don't need full-time
 - It takes up more of your time
- Specialist Agencies (e.g. [supportshepherd.com](https://www.supportshepherd.com))
 - + They filter candidates for you and offer a guarantee re the quality of candidates
 - They charge a fee c.35% fee of the annual salary
 - They only recruit full-time staff

STEP 3: POSTING THE JOB ON ONLINEJOBS.PH

- Job Title: There are many job ads, post something that will grab attention
 - e.g. "Looking for a Rockstar Virtual Assistant"
 - or "Are you a wiz at SEO?"
- Job Description (write as if you're hiring someone in the UK):
 - Responsibilities
 - Requirements
 - Hours (bear in mind the time difference - many are happy to work UK hours)
 - Systems: let them know what tools/software you need them to use (e.g. Canva, Asana)
 - Internet requirements: if quick turnarounds are important make it clear you require a good connection

- Ask a filter question: e.g. tell me in no more than 100 words why you'd like this role (remove anyone who fails to follow this simple instruction out of the process)
- Checkboxes to select:
 - Wage: use \$USD (\$500/m is a good full-time wage for most roles, but you specify the hours you need someone to work and the rate - see below for examples)
 - Type of employment: full-time is highly desired, with part-time they'll be balancing your job with other work
 - ID proof score: go for >90
 - Skills required: tick boxes for what you need

STEP 4: APPLICATIONS ON ONLINEJOBS.PH

- You're likely to get lots of applicants. Quickly filter out anyone that hasn't followed the exact steps of the filter question.
- For everyone else, send an email:
 - "Hi thanks for your application for (role). Just checking if you're still interested, please let me know in the next 24 hours".
 - Filter out everyone that doesn't respond in time - removes candidates that are likely to be slower at responding to your requests for tasks.
- Next, send the remaining candidates an email, asking them some Q's:
 1. Why are you the best person for the job? (tells you a lot about them and their personality)
 2. What piece of work are you most proud of? Please send me an example
 3. Give them a trial task (don't pay for this): ask them to complete a simple version of the task they will do for you. Keep it simple and make sure you give them clear instructions.

Pick the candidate(s) that do the best job of these tasks. Consider appointing a couple to increase your chances of finding a star.

STEP 5: MAKE AN OFFER
• Send a congrats email with your offer and contract (example contract below) • Example rates of pay (full-time equivalent rates): ■ Developer: \$700/m ■ Designer: \$500/m ■ Admin: \$200/m • If they're producing really good work and/or showing good initiative, consider giving them a pay rise, or bonus - great morale and productivity booster. If they're part-time, consider moving to full-time - this is also a great way to keep them highly engaged and motivated. • Pay them with PayPal, Wise, or bank transfer (check bank fees e.g. Revolut fees are usually low) • Be aware of the 13th-month law. On 24th December they receive one month's salary as a bonus (pro rata if haven't worked for full 12-months) - diarise and ask them to remind you (they won't otherwise out of politeness, but will be upset).
WHAT ARE YOUR KEY TAKEAWAYS / ACTIONS?

EXAMPLE CONTRACT

Position and Remuneration Summary

Name:

Position:

Position reports to:

Location: Philippines (Work from Home)

Start Date:

Normal Hours of Work: 40 hours per week. The normal hours of business are between 9:00am and 5:30pm (UK time), Monday to Friday unless arranged prior.

Base Salary: Base salary of USD \$750 (gross) per month.

Notice Period: 14 Days notice for both parties if the contract is to be terminated.

TERMS AND CONDITIONS OF EMPLOYMENT

1. YOUR POSITION

1.1 You will be employed in the Position set out in the Schedule above, and will report to the position set out in the Schedule, or as otherwise directed. Your specific duties are explained in the position description attached.

1.2 You are expected to perform all the duties associated with your position and other duties that we reasonably require you to do. We may change or update your duties from time to time following consultation with you.

1.3 Our industry is constantly changing and you agree to work across any current or future strategies and technologies.

2. YOUR EMPLOYMENT

Use for your own purposes, but please don't share without our express permission.
www.gounbound.co.uk

2.1 Period of Employment

Your employment will commence on the Start Date shown above. Your employment will continue until terminated in accordance with the terms of this Agreement.

(a) The notice period for termination of employment is 14 days written notice by us. You further agree that we may choose to terminate your employment and this Agreement with immediate effect by giving written notice and then paying within 14 days of the date of the written notice your Base Salary had you worked all or part of the 14 Day notice period.

In the event of serious misconduct during employment, we may terminate your employment immediately by giving written notice and no payment for notice will be made; and

(b) You have been given the opportunity to discuss this provision and have been advised of your right to seek independent advice.

2.2 Hours of Work

Your normal hours of work are set out in the Schedule. From time to time your hours may be varied, following consultation with you, to meet our business requirements.

2.3 Location

You will work at your home or personally designated office set out in the Schedule with access to your own fast internet and computer equipment.

2.4 Leave Entitlements

You are entitled to take leave without pay if required. Ensure that sufficient notice is provided to your manager so we can find an appropriate temporary replacement.

If you are sick you are required to notify us as soon as possible and prior to the expected time of commencement of work.

2.5 Remuneration

Your remuneration, which includes your Base Salary and any additional benefits payable to you, is specified in the Schedule.

(a) 13th Month

Under Presidential Decree No. 851, following at least one month of service, you are entitled to receive an additional payment equivalent to one-twelfth (1/12) of your basic salary for the relevant calendar year.

This will be paid prior to or on 24 December and calculated based on total months of employment for the calendar year.

If your contract is terminated prior, this benefit will be calculated based on total months of employment.

3. EMPLOYER OBLIGATIONS

“Company” shall:

- (a) Act as a good employer in all dealings with you;
- (b) Deal with you and any representative appointed by you in good faith in all aspects of the employment relationship; and
- (c) Take all practical steps to provide you with a safe and healthy working environment.

4. YOUR DUTIES AND OBLIGATIONS

You agree to perform your duties in the best interests of “Company”. This will include but will not be limited to the following general obligations which are further particularised in the following clauses.

You will:

- (a) Comply with all reasonable and lawful instructions;
- (b) Perform your duties to the best of your abilities;
- (c) Represent “Company” honestly and in good faith.

4.1 Conflicts of Interest

You will not during your employment, except with the prior written consent of the Company, be directly or indirectly employed, engaged, concerned or interested in, or work or perform services for, any other trade, business or occupation whatsoever, save that you may hold as beneficial owner up to 5% of any single class of shares or securities in a body corporate whose shares are quoted on a recognised stock exchange. In addition, you must not during your employment, except with the Company's written consent, introduce to any other competing business orders for goods or services with which the Company is able to deal.

You must at all times during your employment, whether during your working hours or otherwise, act in good faith, you must not place yourself in a position where your duty to the Company and your personal interests may conflict and you may not act for your own benefit or the benefit of a third party without the informed consent of the Company.

You are expected to act as an ambassador for the Company at all times. Therefore you agree that you will not behave in a manner that would bring the Company into disrepute in the Company's opinion. While on the Company's business you also agree to behave in a professional way and to act in the best interests of the Company at all times.

If you become aware of any potential or actual conflict between your interests and those of "Company", then you will immediately inform us. Where "Company" believes a conflict does or could exist, you will comply with any instruction we may issue to resolve the conflict.

4.2 Intellectual Property

Any Intellectual Property created or used by you or others during the term of this Agreement relating to the business of "Company" shall be the absolute property of "Company". This includes, but is not limited to, any social media or other online accounts and pages (including but not limited to Facebook, Twitter, YouTube, LinkedIn and Instagram), training material, strategic templates.

4.3 Confidential Information

Without the written consent of "Company" you will not, either during your employment or at any time after you leave employment, use or disclose either directly or indirectly, any Confidential Information.

You will use every effort to prevent the publication or disclosure of any such Confidential Information.

Without limiting the generality of the above provisions, you will also keep secret and confidential all information obtained by or revealed to you during your employment, including:

(a) Financial information;

- (b) Information regarding clients, suppliers and advertisers;
- (c) Any information related to campaigns or strategies; and
- (d) Any other information from time to time indicated by “Company” as confidential, including software, data, passwords and all other information stored in electronic or other format.

Upon termination of your employment you must immediately remove all documents, access and any other property (including any and all copies or duplicates and any other information recorded or stored, including electronically) relating to “Company”. You shall not be entitled to make or retain any copies or reproductions.

After the termination of your employment with “Company” the obligations in this paragraph will continue.

5. ENDING YOUR EMPLOYMENT

5.1 Termination on Notice

Should you seek to terminate the Agreement without providing the required notice, “Company” may deduct from any Base Salary owing to you an amount not exceeding salary for the required Notice Period.

5.2 Termination for Cause

(a) Serious Misconduct

“Company” may terminate this Agreement summarily and without notice for any serious misconduct. Serious misconduct includes, but is not limited to:

- (i) Theft;
- (ii) Dishonesty;
- (iii) Harassment of a colleague or customer;
- (iv) Serious or repeated failure to follow a reasonable instruction;
- (v) Actions which seriously damage your reputation or “Company” reputation or business standing.

(b) Medical Incapacity

You acknowledge that “Company” may terminate this Agreement by giving the notice specified in the Schedule if as a result of sickness or injury, you are rendered incapable of the ongoing proper performance of your duties under this Agreement and you are found to be unable to perform your duties.

(c) Abandonment of Employment

In the event you have been absent from work for three (3) consecutive working days without notifying us, and we have made reasonable efforts to contact you, this Agreement will automatically terminate on the expiry of the third day without the need for notice of termination of employment.

6. DEFINITIONS

“**Base Salary**” is defined in the Schedule.

“**Confidential Information**” means all confidential information that you become aware of in the course of carrying out your duties under this Agreement.

“**Intellectual Property**” means all patents, rights to inventions, utility models, design rights, copyright including but not limited to images, photographs, articles, films and recordings, trademarks including devices and logos, trade names, business names, and domain names.

“**Notice Period**” means the number of weeks’ notice stated in the Schedule, unless specified otherwise elsewhere in this Agreement.

“**Start Date**” means the date set out in the Schedule, or as otherwise mutually agreed by the parties.

7. AGREEMENT

This Agreement replaces all previous written or verbal agreements and understandings, including custom and practice, and represents a full record of the agreement entered into by the parties.

8. THIS AGREEMENT IS CONFIDENTIAL

Any negotiation leading up to this Agreement, the terms of the agreement set out in this letter and Schedule and any subsequent amendments are confidential and may not be disclosed by you to any other person, other than for the purpose of obtaining professional taxation, legal or financial advice, without our prior written consent.

ACCEPTANCE

The parties to this employment Agreement are:

- **“Company”** “the company” “we” or “us”; and
- **NAME**, “you” or “your”.

Employee Acknowledgment

I acknowledge that:

- I have been advised of my right to take independent advice on the terms of this Agreement, and been given reasonable time to do so.
- I declare that I have read and understand the conditions of employment detailed above and accept them fully.
- I do not have any physical and/or medical conditions that could affect my ability to carry out my duties and responsibilities under this Agreement.
- The information provided by me in my application for employment is true and correct to the best of my knowledge and belief.

Name: _____

Signature: _____

Date: _____

POSITION DESCRIPTION

The (INSERT ROLE) is tasked with (supporting the founder with general administrative tasks).

These include and are not limited to updating content and landing pages, responding to inbound messaging, scheduling calendar bookings, and proactively managing lead pipelines.

Requirements (EXAMPLE):

- Competency in LinkedIn
- Experience in outreach and calendar management (not essential)
- Strong communication skills
- Organised and efficient in completing task lists
- Great time management
- Reliable and trustworthy

Responsibilities:

- Complete daily task lists as required by the founder
- Daily reporting to the founder
- Liaise with the founder when required
- Attend weekly Work in Progress and Training meetings

Tech Requirements:

- Own laptop
- Reliable internet connection
- Google Chrome
- Webcam and microphone for team meeting access