Job Description/Posting

In order to find the right fit for your team you need to be able to create a “job posting.” This is

what you will use when you are connecting with potential team members, and can be used when

sending out your opportunity to your network and other job posting sites.

Here is a template you can use to create your Job Description/Posting.

## Type of Position:

* Ongoing contract – a committed long term team member (i.e. Virtual assistant)
* Project based

## Position Title (type of specialist)

Title of the person you are looking for (i.e.: Online Business Manager, Affiliate Manager, etc)

## Description:

What specifically are you looking for help with? Give a description of your ongoing needs or the

type of project you are looking to hire for. Be sure to include specific deliverables – the WHAT

that you are looking for help with. I.e.: I need someone to setup a new membership site for me or

looking for a virtual assistant who can manage my email and calendar.

**TIP: Aim to be thorough in what you are looking for but don’t go overboard.** A few paragraphs are great, or a list of bullet points. Keep yourself focused on the WHAT and not too much into the HOW. If you give \*too much\* information or get too much into the HOW it can actually be a turnoff for people. You want to keep it specific enough to attract people who could be a fit, but at the same time leave it open enough for people to be able to “see themselves in the job.”

## Start Date:

When are you looking for the person to start working or start on the project?

## Deadline to Apply:

What is the deadline date for someone to submit their application? 1 to 2 weeks is generally a

good timeframe to give for people to apply.

## Desired Skills:

What skills are you looking for someone to have? What do you need them to do for you? Here is a

list of the more common skills that people are looking for in a virtual support professional.

* Affiliate Management
* Article Submission
* Autoresponder Setup
* Audio / Video Editing
* Blog Design / Customization
* Blog Maintenance
* Bookkeeping
* Basic Website Maintenance / HTML
* Copywriting
* Customer Service
* Database Management
* Email Management
* Graphic Design
* Launch Management
* Merchant Account Setup
* Newsletter & Ezine Broadcasting
* Online Audio Recording
* Operations Management
* Online Research
* PowerPoint Presentations
* Project Management
* Publicity
* Shopping Cart Setup & Maintenance
* Search Engine Marketing (including Google Adwords)
* Social Media Management
* Teleclass Setup & Management
* Team Management
* Transcription
* Website Design
* Word Processing / Typing
* Writing / Editing

## Other Desired Skills:

Make note of any other skills that you are looking for that aren’t already listed above.

## Software Systems

Make note of any tools or systems that you use and are looking for help with. Here is a list of the

most popular software systems that people are looking for help with.

* 1ShoppingCart (or partners)
* Amember
* Aweber
* Basecamp
* Camtasia
* Central Desktop
* Constant Contact
* Dreamweaver
* Google Apps (various)
* Infusionsoft
* Microsoft Excel
* Microsoft Outlook
* Microsoft Word
* Salesforce
* WishList Member
* Wordpress

## Other Software Systems

### Make note of anything else that is not already listed above.

## Number of Hours

How many hours are you looking for a person to be available to you? Could be monthly (for ongoing work) or total hours for a project.

If you aren’t sure on how many hours you need pick a range based on what your budget is. I.e.: if

you have a budget of $500 a month to hire a virtual assistant you can say you are looking for 10-

15 hours.

This may need to be adjusted once you talk to someone and get a better handle on what it will

actually take to do the job.

## Budget:

What is your total budget for hiring this person? Could be per month or per project depending on

your needs.

## Availability:

When do you need this person to be available to you? Do you need them available throughout the

day (regular working hours)? Are you looking for someone who can work evenings and/or weekends?

Would you prefer someone who is in a similar time zone to you? I.e.: If you are in the Eastern

time zone and tend to work mostly mornings, someone who is in the Pacific time zone and works

mostly evenings may not be a fit for your needs.

Note: Being that you are hiring contractors and note employees keep in mind that availability

isn’t about them “being on call” for you during this timeframe. Rather it is more about you

knowing when they work and when they will be available for you to contact them throughout the

day (as you will discuss in the interview process.)

## My favorite kind of person to work with is…

Share a few specifics re: the type of people you enjoy working with. This helps give people some

insight into you and your personality so that they can see themselves as a match to work with

you.

For example, I like to work with people who love what they do, aren’t afraid to “learn on the fly”

and are able to be flexible to the ever changing demands of my business. They need to have a

sense of humor and be able to laugh, especially when things are “tough” and we are in crunch

mode. If someone needs a highly structured environment they probably won’t be a great fit for

me – I like structure but also tend to fly by the seat of my pants at times.

## How to apply:

Specify via email, fax or online form and what specific information you would like from the

applicants. Be sure to always set (or restate) your deadline for application as well.

## I like to ask for two keys things in their application:

1. **Information re: their experience, skills and/or training in the area that you are**

**looking for.** Remember you aren’t hiring employees so you don’t want to ask for a resume (as most people won’t have one.) However you can certainly ask for them to send a link to their website that outlines their experience, a link to their portfolio (if applicable) or simply ask them to provide a few paragraphs re: their experience.

1. **Why are they interested in your position?** Ask them to share what excites them about

this opportunity, what appeals to them, why did they apply? I like to know this

information as it starts to show some personality and mindset re: where the person is

 coming from.

## Anything Else?

Feel free to share anything else that you would like us to know about you and your business. A

paragraph or two to cover anything that wasn’t already covered above.