



Our Guide to **Hiring a Virtual Assistant**

**What Most People Get Wrong
& How ProsperVA Gets It Right**

What Usually **Goes** **Wrong** When Hiring a VA Yourself

Hiring a virtual assistant should feel like a time-saver. But for many entrepreneurs and business owners, it turns into a time trap. Here's a deeper look at the mistakes people don't realize they're making—until it's too late.

01 The DIY Trap “I’ll Just Find One Myself”

You post in a Facebook group or browse freelance platforms. Dozens of people message you—some even seem qualified. But now you're knee-deep in resumes, interviews, and test tasks, trying to pick someone based on gut feeling. You're not hiring a VA—you're gambling on one.

What you miss

No vetting. No performance history. No accountability system.

02 The “Cheap Now, Costly Later” Mistake

You choose someone at a low rate. But soon, you're chasing them down for deadlines, fixing sloppy work, or explaining things three times. Or worse—they vanish mid-project.

What you miss

Reliability and experience always cost more if you don't invest in them up front.

03 You Become the Trainer, Manager, and Babysitter

You hoped they'd hit the ground running. Instead, you're building SOPs, recording tutorial videos, and spending hours hand-holding your new assistant.

What you miss

Real productivity. You didn't hire a VA to become a trainer—you hired them to take work off your plate.

04 No Structure = No Accountability

You're relying on hope—hoping they show up, stay focused, and deliver on time. But without a system in place to monitor work or track outcomes, it's all guesswork.

What you miss

Peace of mind. You can't manage what you can't see.

05 They Leave—and You Start Over

There's no HR, no benefits, no reason for them to stick around long-term. So when they leave (and they often do), you're back at square one—scrambling again.

What you miss

Continuity, trust, and scalability.



Why **ProsperVA** is

Your Best Choice

ProsperVA was built specifically to solve these problems. We've taken everything frustrating about hiring a VA and replaced it with **systems, support, and structure**—so you don't just get an assistant...

You get a results-driven team.



A Built-In HR Department

BENEFITS

Real productivity. You didn't hire a VA to become a trainer—you hired them to take work off your plate.

You focus on your business. We handle the people stuff.



A Team Leader

BENEFITS

Your VA has a direct supervisor who checks in regularly, aligns their work to your goals, and helps solve problems fast. You're not alone—we're managing quality for you.

You get leadership without lifting a finger.



A Productivity Coach

BENEFITS

Each assistant works with a coach who helps them get better at time management, communication, and software tools. They stay sharp so you get sharper results.

They're not just working—they're growing.



A Reliability Monitor / Monitoring Team

BENEFITS

From daily attendance to productivity checks, our monitoring team ensures your VA is consistently showing up and performing.

You get visibility, accountability, and peace of mind.

More Reasons to Choose ProsperVA



Extensive 12-Week Training and Vetting Program

No VA Companies train and vet their virtual assistants for as long as we do. Just ask them. Our virtual assistants undergo a comprehensive 12-week training and vetting process, ensuring top-notch service.



5-Day Client-Specific Onboarding

Before your VA begins, they also go through five intensive days of training focused 100% on your systems, tools, and expectations.

No guessing. No confusion. Just results from Day 1.



Ongoing Skills Training (3+ Webinars Monthly)

Learning never stops. Your VA continues developing with monthly webinars on project management, communication, productivity, and more.



AI-Enhanced Workflows

We don't just embrace AI--we teach it. Prosper VAs are trained on tools like ChatGPT, Google Gemini, and other task specific AI tools to streamline your operations.



Tech-Ready from Day One

Each assistant is equipped with a laptop, noise-canceling headset, antivirus software, and all the business tools needed to do the job right.



Transparent, Affordable Pricing

Full-time support starts at just **\$9.99/hr** with no hidden fees, no add-ons, and no nickel-and-diming.

You'll always know what you're paying—and what you're getting.

What You Really Get with ProsperVA

You're not just hiring a person. You're getting a high-performance **productivity system** backed by



**A vetted,
trained VA**



**A dedicated
onboarding process**



A manager



A coach



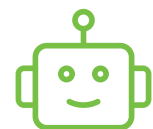
An HR team



**A performance
monitoring system**



**Ongoing professional
development**



**AI powered tools
& training**

All for less than the cost of doing it all yourself—and without the stress.



Schedule a Free Strategy Session and book a call

Claim Your
30 Day Free Trial
Use Code

LMtips

Visit



www.ProsperVA.com/LMtips

to book a discovery call