**3 Easy Steps to Hiring Virtual Employees**



I often come across people who are very keen on saving their costs by outsourcing, but they are often confused about how to and where to start, that they end up taking no actions. I help my clients figure out how to outsource roles to what we call Virtual Employees – these are your employees that work from our office rather than yours. Although this is a bit of a lengthy process requiring multiple detailed discussions with my clients, I wanted to quickly share a summary of how any company, whether Small, Medium or Large can easily hire virtual employees and reduce their costs by 70% at least.

**1. Establish your requirement**

This is the very first step towards outsourcing. You need to filter out the work that can be done by virtual employees. A simple way is to see the nature of the work; can someone do it with a computer without needing to be physically present? For example, if you can hire a virtual employee to work on product listing for your e-commerce site, but you cannot possibly hire a virtual employee to handle the packing and dispatch! [Click here to check some of the popular roles that are outsourced.](https://myvirtualpeople.com/jobs-you-can-outsource-to-virtual-employees.html)

**2. Choose a reliable Virtual Staff provider**

A good virtual employee provider will help you work things out, and stream line your plans for you, and handle almost everything for you – from selecting the most suitable candidates, to training them and getting you started. Keep in mind that each agency has its strength, and its pros and cons. For example, if you run a chip designing company, and you want virtual engineers to do some of your design work, you can choose a firm like Ulkasemi. Similarly, if you want to outsource your back office tasks or web related work, MyVirtualPeople would be the ideal option, as they have been doing it for years and specializes on handling such work.

**3. Start working with your Virtual Employees!**

Your virtual employee provider will usually give you direct access to your virtual employees. This enables you to have full control of the work being done, and delegate instructions directly as opposed to going through a middle man.

Keep communication channels open all the time to make it easy to contact each other efficiently, using tools like Email, Skype, Video Call, and various other online tools, a good Advisor at a good Virtual Employee provider will guide you on all this.

Also, let your employees know what you expect from them, so that they can prepare themselves to contribute to your business. And that's pretty much it! Not hard at all right?