Ten Steps to Outsource Your Business Online by Eric Sonboone

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1. Define

The first thing you have to do is establish what aspects of your business youâ€™re going to outsource. Identify exactly what it is you do and donâ€™t like doing.

Get a piece of paper and break down it into 4 columns, classify them depending to the labels listed below:

â€œWhat I doâ€•

â€œWhat I do that I donâ€™t like doingâ€•

â€œWhat I want to doâ€•

â€œWhat can I delegateâ€•

Begin at the first line and work your way across. Cross out the items on the second line and relocate them to the fourth column. This method organizes the least productive to the most productive activities you have.

Work then becomes considerably easier for once you allocate your responsibilities. You might not be able to outsource specific segments of your business over night. But that really isnâ€™t an issue; understand that these things need time.

2. Decide

Next, create a priority list for your assignments. Outline the action steps that you would follow and then split them right into simple doable steps for your employees.

Technical tasks can also be covered by outsourced workers. Just supply them with instructions and the specific results that you are expecting.

3. Identify

The next step is identifying. Identify involves establishing the standards for your outsourced personnel.

More importantly, you must determine the core obligations that outsourced worker would have as soon as he's chosen. The more succinct you are then the bigger the chances that youâ€™ll get your ideal candidate.

Use the following questions if necessary:

What sort of skill level do they have?

How many hours in a week are they searching for?

What type of qualifications do they posses?

Are they good at speaking in English; can they communicate very well?

Budget is important as well. In the event that your applicant asks for an amount past your budget, you'll be back at square one.

4. Upload Your Job

It is time to post your job! There are several sites which can assist you in this stage. Moreover, since this when you let Individuals recognize your need, remember; create a document that defines all the qualities you are looking for in a future employee. The job posting should contain everything. This will get rid of Individuals who are just applying for a job anywhere and everywhere. Generic posts will give you an infinite list of applicants, plus a headache!

5. Seek

Fifth step is â€œseekâ€•, searching for the people who will match to your job descriptions. You might think "I'd go for the first applicant! Heâ€™s going to be great because heâ€™s quick to answer". But remember it's better to verify if that candidate has all the qualities you need.

Price is another point you must consider. Youâ€™ll get a price selection from extremely low to ridiculously high. So you need to know where it is in your budget and what these individuals mean by charging that sort of price. If they demand high rates, ask why. If it's too little, ask yourself, is the quality level jeopardized?

6. Sorting through the Applications

The sixth step is to filter your list of qualified applicants. Look into their resumes for former employers. Verify what sort of projectâ€™s theyâ€™ve done for other businesses.

7. Interview

After reducing your list of applicants, it's time for the interview. The interviews for outsourced workers are in fact not so different from any other interview. Yet the real question is, how do you interview correctly? Well there are different ways to do this. First of all, create your interview questions in advance. If you have to, search online for references.

Second, gauge their skills in connection to the tasks you will be assigning to them. Also, give them a scale to utilize when they answer, an amount of 1-10 for instance. Donâ€™t simply agree on an okay.

Portfolios can be helpful especially if youâ€™re hiring people for graphics work. Look through the profolios, is that the type of result you expect to represent your business too?

One of the things I also like to do is to make sure that the people I hire can really think for themselves. In these times, common sense isnâ€™t that easy to find anymore. That's the reason why you should ask questions and then evaluate their answers.

8. Trial Period

Next step, try them out. I do this often. I usually provide them with an incomplete task. I want them to try and fill the gap by themselves. They need to come up with solutions without my assistance. Those are type of people I need.

For me, thatâ€™s a tried and tested method. Simply try them out and check what services they can provide. You'll find that there are individuals online who have a diversity of falsities on their resumes. So, confirm if they can actually do what they say they do.

9. Training

Training is the ninth step. Throughout this time frame, you can utilize screen capture programs such as Jing, Camtasia and ScreenFlow in order to oversee the work. Dropbox is also a dynamic tool for file sharing. GoogleDocs on the other hand, can be utilized for web based data storage.

10.Let Go!

Last step, let go. Give your staff the freedom to work on their own. Bypass micromanaging or else you'll get unwanted results.

So, we've come to the end of the list. I do hope you learned a lot from our discussion on the 10 steps to outsource your business.

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