

WHICH SOLUTION IS RIGHT FOR YOU AND YOUR ORGANIZATION?

VIRTUAL ASSISTANT*

A virtual assistant (VA) is an admin professional who remotely provides a wide range of support, services, and skills. Two types: task-based VAs and dedicated VAs.

FREELANCER

A freelancer works on their own and markets themselves as the solution for one or two specific areas (writing, accounting, design, social media, etc.). May work by the hour or the project.

INDEPENDENT CONTRACTOR

Independent contractors are self-employed. They are typically hired for long-term projects and paid by the hour instead of by the project.

TEMP AGENCY








Temporary agencies act as a third party. You provide the agency with information about the job, and the agency matches you with a temporary worker that best matches your criteria.

STAFFING AGENCY

Staffing agencies are external search firms that earn a fee whenever they place an individual with a company for a full-time position.

EMPLOYEE

Employees are full- or part-time, onsite or remote additions to your team to permanently handle specific tasks.

	VIRTUAL ASSISTANT*	FREELANCER	INDEPENDENT CONTRACTOR	TEMP AGENCY	STAFFING AGENCY	EMPLOYEE
 VETTING BEFORE HIRE?	Yes	No	No	Yes	Yes	No
 OVERHEAD REQUIRED? (EQUIPMENT, OFFICE SPACE)	No	No	Yes	Yes	Yes	Yes
 RATES OR COSTS**	\$30-40/hr	\$50-75/hr***	\$50-75/hr***	\$50-75/hr*** + Fee to Agency	\$35,000/yr plus benefits + Fee to Agency	\$35,000/yr plus benefits
 FLEXIBLE OR FIXED EMPLOYMENT?	Flexible	Flexible	Flexible or Fixed	Flexible	Fixed	Fixed
 LENGTH OF EMPLOYMENT?	Short Term Long Term	Short Term Long Term Project Based	Short Term Long Term Project Based	Short Term Project Based	Long Term	Long Term
 DEDICATED TO YOUR BUSINESS?	Multiple Clients	Multiple Clients	Multiple Clients	Dedicated	Dedicated	Dedicated
 LOCATION?	Remote	Remote	Remote	On Site or Remote	On Site or Remote	On Site or Remote