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BUYER'S GUIDE: 2022 EDITION



Beat the Great Resignation — Offshore Staffing for Lawyers, by Lawyers

“Get Staffed Up provides qualified staffers without the headaches of searching, screening, and oversight tasks. Get Staffed Up will provide well-screened and qualified staffers for law firms, ensuring a strong work ethic and attention to detail.”

Company Name Brand
Get Staffed Up

Product Name Brand
Get Staffed Up

- Latest Developments and Updates**
- Attention to detail when finding the best fit for clients.
 - Great communication.

Virtual Administrative or Marketing Assistants — aka “Staffers”
In the era of “The Great Resignation,” turnover at entry-level positions has never been higher, and finding administrative and marketing assistants can be a challenge. Get Staffed Up provides qualified staffers without the headaches of searching, screening, and oversight tasks. Get Staffed Up will provide well-screened

and qualified staffers for law firms, ensuring a strong work ethic and attention to detail. Providing exceptional candidates from around the globe, virtual assistants will work full-time and real-time, solely for one client. *See Figure 1.*

To maximize benefit and productivity, Get Staffed Up offers information attorneys can review to learn how a virtual assistant can be utilized: **12 tasks to delegate to your virtual assistant** and **7 delegation tips every attorney must know**.

Get Staffed Up virtual marketing assistants can provide social media management, including: blogs and newsletters; live chat management; booking/coordinating of speaking events; constant LinkedIn engagement; target market research; video editing; content design and

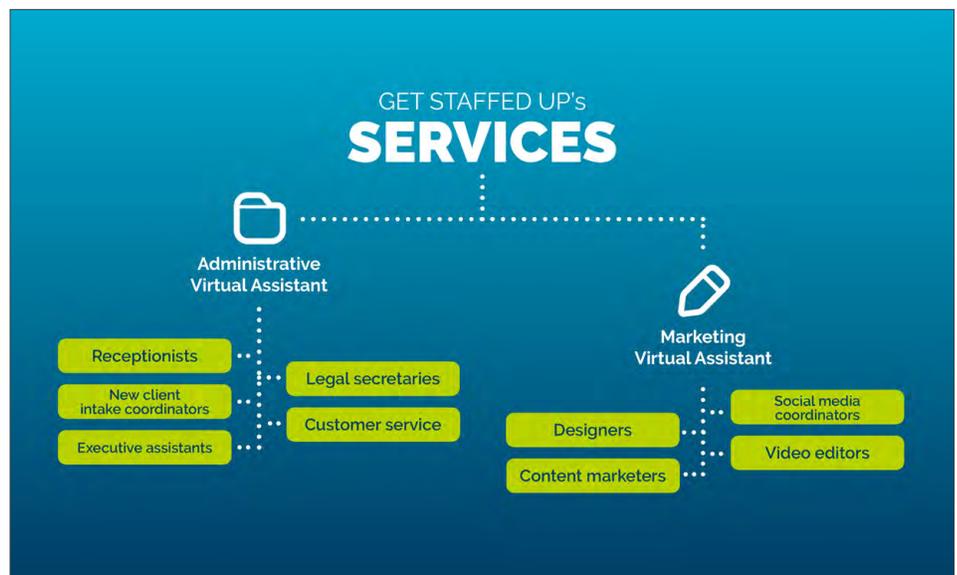


Figure 1: Get Staffed Up provides administrative and marketing assistants based on the needs of the client, freeing up attorneys and paralegals to focus on the business of law.

“ Once a candidate has passed the interview phase, they will begin paid training followed by skill assessments. Only then will a candidate be offered a contract with Get Staffed Up.”

management; CRM management; client surveys; client gift procurement; and special events and projects.

Get Staffed Up virtual administrative assistants connect via VoIP systems and can provide friendly phone answering, return calls at scheduled times, schedule appointments, and screen unwanted calls and distractions. Additional tasks can include: sorting and managing files; calendar management; special projects; CRM organization; sorting, managing, and responding to your email; potential new client intake and follow-up; helping to coordinate and schedule personal tasks; organizing lunches; booking appointments; and coordinating networking events and hearings.

A thorough evaluation and onboarding process helps ensure a strong match is made connecting the firm and staffer. See *Figure 2*.

Getting to Know the Client

Get Staffed Up schedules a decision-making call with each client, during which Get Staffed Up gets to know the client and gain insight into their needs. They gather as much information as possible, including previous experience and how much help is needed, while factoring in specific tasks and firm values, which are vital traits for a successful candidate. A specific job description is created and Get Staffed Up sets out to find the ideal individual. The

time to hire can be up to three weeks; however, Get Staffed Up can often deliver with a faster turnaround.

Finding Qualified Talent

Get Staffed Up has an in-depth process to find the top virtual assistants. They start by posting ads on the top job sites and social media platforms in Latin America and South Africa. Candidates are sent an application that identifies those with attention to detail and strong English comprehension via hidden tests. Get Staffed Up will then request materials from the applicant, including a video, formal resume, cover letter, essay, and an English test. These materials are reviewed, and if they meet Get Staffed Up’s high standards, an interview is scheduled. Once a candidate has passed the interview phase, they will begin paid training followed by skill assessments. Only then will a candidate be offered a contract with Get Staffed Up.

Happiness is a Priority

Get Staffed Up has a happiness department solely focused on the satisfaction of both clients and staffers. This client support service holds regular meetings with client and staff liaisons to ensure expectations are being exceeded. Additionally, Get Staffed Up offers helpful resources to enhance productivity, including [O190: The formula to maximum productivity](#) and [Taming the email monster](#). Clients and staffers can also [sign up for free webinars](#) from Get Staffed Up. See *Figure 3 on the next page*.

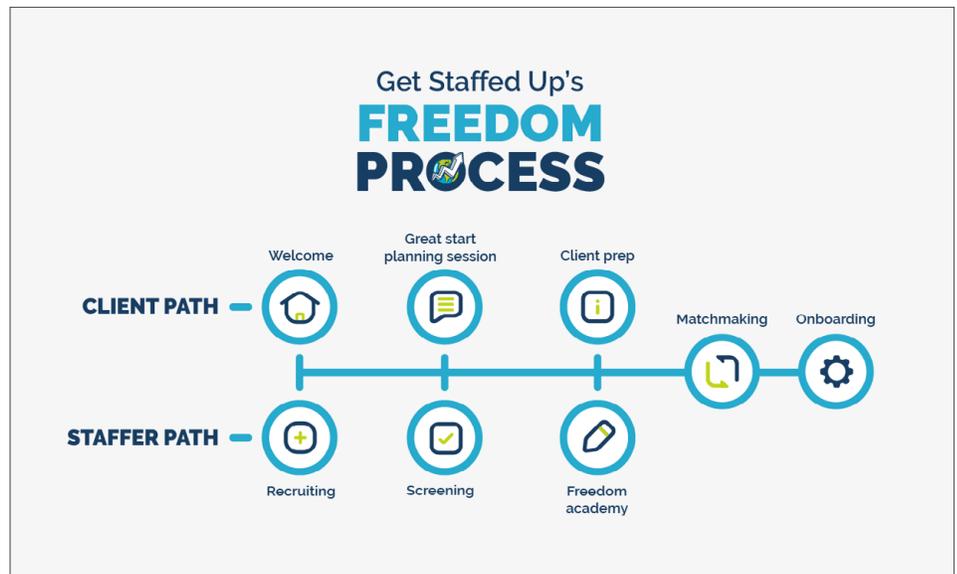


Figure 2: Freedom Process — Get Staffed Up has a defined process to find the ideal candidate for a law firm. Each step is well designed and executed to ensure happiness for both the client and staffer.

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Pricing

Virtual assistants are available for \$1,850 to \$1,950 per month, and marketing assistants are available for \$2,050 per month. There is a one-time \$1,750 fee that covers the candidate selection and screening service. If the staffer is no longer the right fit for the firm at any time, Get Staffed Up will replace them at no additional cost to the firm.

Who is Get Staffed Up?

Get Staffed Up is a company created by lawyers, specifically for lawyers. The company's founders are based in Miami, Florida, with a remote core team of over 100 working overseas. They have over 450 virtual assistants working remotely for firms across the United States and Canada. The company is continuing to grow, adding more staffers every day.

Why Use Get Staffed Up?

- Avoid growing pains and ease the burden of overworked team members by bringing on a virtual team member to help shoulder the workload.
- Save time and money by adding overseas team members, providing diversity, and enriching the firm's culture.
- Native English speakers and bi-lingual virtual assistants available.
- Highest quality guaranteed. If a staffer doesn't work out, they will be replaced at no cost to the firm.

Talk with Get Staffed Up Today

[Get more information](#) to see how Get Staffed Up can help you.

FEATURES	GET STAFFED UP	OTHERS
Flat monthly fee	✓	
Operated by lawyers specifically to serve law firms	✓	
Split loyalty (part-time employees working for multiple firms)		✓
Lifetime replacement guarantee	✓	
Proprietary sourcing, screening and hiring process	✓	
No long-term commitment	✓	
90% client retention rate	✓	
More tasks delegated cost you more money		✓
Better alternative to answering service	✓	
Consulting services included	✓	
Technical support available at no extra cost	✓	
U.S.-based employees (high cost)		✓
Hired based on core values	✓	

Figure 3: Get Staffed Up provides vital services, including a proprietary hiring process, flat monthly fees, and a happiness guarantee.

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