

## Interviewing for a Virtual Assistant *Tip Sheet*

### Questions to Consider When Interviewing for a Virtual Assistant *(What you should be asking a VA to see if they are a good fit for you.)*

You must first get clear on what you want the Virtual Assistant to do.

What are your favourite tasks to work on? Your least favourite?

Who is your ideal client?

What are your business goals for this year?

How long have you been a Virtual Assistant and what do you love about it?

Have you ever worked with a (your job title or industry) before?

What are your expectations in partnering with a client?

How do you prefer contact? Email, phone, Skype?

What are your business hours?

What do your clients like most about working with you?

Tell me about three clients you have supported and explain what your role was.

How do you prioritize multiple projects?

Tell me about your payment options and policies.

Do you have any questions for me?

Listen more than you talk!

After interviewing the Virtual Assistant, you must check references.

### Questions to Consider When Checking References

Why did you choose them over other options?

Were you happy with their work?

What kind of tasks and responsibilities did they have?

Describe the position (skills needed). Do you feel this person would be a good fit?

What were their strengths?

Would you describe them as...? (Traits you are looking for.)

What was their communication style?

How have you benefited from using their services?

Would you recommend this person?

Would you hire them again?

#### **Emily Kristofferson | Business Coach + Consultant**

*I help entrepreneurs implement online marketing to grow their revenue and take their message + services to a larger audience. Steps, sequence and systems.*

