

# Virtual Assistant Interview Guide

- Start with an introduction about yourself, your business, and your goals.
  - Ask the candidate for a little about themselves, as well as their history.
  - Attempt to build a rapport and make the candidate feel comfortable – you'll potentially be working with the person a lot so a good relationship is key.
1. What experience do you have in the following areas <use your task list for specifics>? *It is important to make sure that your VA is comfortable with the tasks you want to have them do. Remember though, training can always be done.*
  
  2. What are your hours of operation? *Make sure you understand where your VA is located, when they will do the work for you, and when you can contact them.*
  
  3. What is your work experience? *While a very traditional question, you want to see if their skills are conducive to what you're doing. Plus, it's a good relationship builder.*
  
  4. What are your strengths, what do you struggle with? *Think about your needs and whether you can work with someone who may struggle with a key area you need help with.*
  
  5. What is your preferred form of communication? *When working with someone online or virtually, it is essential that you understand how they want to work and receive communication. It could be email, Skype, video, etc.*
  
  6. Are you willing to sign a non-disclosure agreement? *This isn't an end-all, but it could be for some.*

7. After hearing about my business and technologies used, what questions do you have? *A good virtual assistant will listen, take notes, and have something to ask.*
  
8. Are you still interested in working for me now that you know more about what I do and what I'm looking for? *Look out for hesitation.*