

You don't need a clone. You just need a virtual assistant! But finding a VA who makes life easier and not harder can seem a daunting task.

Shortcut the process by asking your networking for recommendations and then invest some time in the vetting process.

Here are some questions you can ask potential VAs.

Got questions? Post them in the FB group to get help with this.

Kate & Belinda



Getting to know you

When and why did you become a VA?

This can be useful to find out if VA work is their first love or an in-between job.

What do you enjoy doing outside of work?

Hobbies are good for the soul! You might also find things you have in common.

Type of work & comms

What type of work are you best at and enjoy most?

What type of tasks do you dislike doing or aren't good at?

This helps you give them more of what they're good at and adjust expectations for the work they don't love... or find someone who does.

How comfortable are you with:

- Inbox management
- Using email marketing tools
- Managing social media groups
- Wordpress and HTML
- Calendar management
- [Other items you want them to do]

Find out the boundaries of what they're willing to learn/take on.





How do you prefer to communicate and are you flexible?

What hours do you keep and how quickly do you normally respond to emails?

What time zones are you in?

What tools do you use?

Workflow

What would you do if I gave you an assignment, and you thought you understood it, but then later you realized you didn't?

If I asked you to perform a task and you realized you couldn't do it on your own, what would you do?

If I gave you a lot of assignments, and you realised you couldn't meet the deadlines we set, what would you do?

Can you share some instance of when you've proactively addressed a client's need?

What happens if you're ill or can't work?

Invoicing

How do you charge and how often do you invoice?

Does your rate change according to how much work you're given?

