

*the* SOUL-LED CEO GUIDE

# 23 Questions to Ask a Virtual Assistant Before You Hire Them

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## *Congratulations, you're one step closer to enjoying more time and greater freedom.*

By hiring a VA you will be able to focus ON your business rather than working in it. Hurray! But how do you find the right VA for you?

There are so many virtual assistants offering their services via various platforms such as Upwork and People per Hour. It can be pretty overwhelming to find, interview and finally pick the RIGHT one.

So how do you get started?

Is there anything you can do to make sure that you hire the best VA for you and your business? Yes, ask questions and lots of them! That way you will get a really good feel for who they are and how they work.

To build a successful relationship with your VA, you need to make sure that you hire someone you can work well with, who has the experience you require, perhaps knows your industry or just understands the challenges you face running your own business and can therefore provide the right level of support (and perhaps even a shoulder to cry on when things get tough).

If you are the type of person who needs someone to give you a bit of a kick every now and again to make sure you stay on track and achieve your goals, you need to make sure you find the right personality type to match your working style. Otherwise you won't achieve anything!

# Here are 20 Questions to ask before you hire your VA.

1. How long have you been working as a virtual assistant?
2. Why did you decide to become a virtual assistant?
3. What do you enjoy most about your work?
4. What is your background, experience and do you have a specific skill set?
5. Do you work as a freelancer or do you have your own company?
6. What time zone are you located in?
7. What are your normal working hours?
8. How many clients do you have?
9. Will my work be subcontracted to someone else?
10. What are your main methods of communication?
11. What is your turnaround time on projects?
12. How soon can I expect you to respond to an email or voicemail?
13. Do you charge for time spent emailing or on the phone?
14. How is time billed? In 15 minute increments? By project?
15. How much do you charge an hour? Do you offer retainers?
16. How do you invoice?
17. Are you willing to sign a Non-Disclosure Agreement?
18. What software/programmes do you use and are experienced with?
19. What security measures do you have in place? (Password, Data, Backup etc..)
20. Do you have any client testimonials?
21. Out of everything you do for clients, what is your favourite? Where is your zone of genius?
22. Do you have insurance?
23. What happens if you need to take a day off sick?



# Go with your gut!

Follow your intuition. If it feels right, if you instantly 'click', go with it. Chances are it will work out for the best.

The times when I haven't trusted my gut and things have gone pear shaped, I have usually wanted to kick myself!

Book a no obligation discovery call with us to understand how we work and to see if we would be a good fit.

[Click HERE to book a time that works best for you.](#)

We hope you found this list of questions helpful and useful. If you have any questions please get in touch at [hello@emmaoconnell.co](mailto:hello@emmaoconnell.co)