

General VA Type Questions:

How long have you been a Virtual Assistant?

Answer:

What made you decide to become a Virtual Assistant?

Answer:

How long have you been working with Contemporary VA?

Answer:

I'm looking for a long term relationship with my virtual assistant. I had Andrea for one year and it took several months before I really felt that she was a vital part of my business. Do you think that you can be a vital part of my business for well beyond the next 12 months?

Answer:

What is your favorite task that you enjoy performing as a Virtual Assistant?

Answer:

What is your least favorite task that you perform as a Virtual Assistant?

Answer:

How many other clients are you currently working for at this time?

Answer:

What is your schedule like as far as when you would be available to me?

Answer:

Would you be willing to use an online tool to track your time logged on my projects so that I can see how much time is being spent on tasks and how much time I have left for the month?

Answer:

I currently am on a 30 hour per month retainer. I have several tasks that I have Andrea perform on a weekly basis. She has a good feeling for how long those tasks take and what I've asked her to do is always Budget my pre-paid time to always have time to do those tasks and then to evenly distribute my other time between the weeks to work on my less essential projects.

My end result is that I never want to go over my 30 hours per month unless I specifically say that I want to. At the same time, I want to avoid having non-recurring assigned tasks to eat away time so that you are not able to accomplish those priority weekly tasks.

Would you be willing to do this as well?

Answer:

Contrary to what my contract with CVA said, Andrea was sure to point out to me that when it comes to her desire to help me, No task is too small! How do you feel about this statement?

Answer:

Technology Questions:

What type of cell phone do you use?

Answer:

What do you use for your personal calendar?

Answer:

Are you a Mac or PC User?

Answer:

How many monitors do you have on your computer?

Answer:

What size is your main monitor?

Answer:

What resolution do you use on your main monitor?

Answer:

What kind of Internet connection do you have?

Answer:

What if your Internet Connection Speed using Speakeasy.net/speedtest on the Atlanta GA Server?

(Note: I desire a minimum of 3Mbps Down and .6Mbps or 600kbps Up)

Answer:

Do you have PhotoShop on your computer? How familiar are you with it?

Answer:

When creating a Word Processing Document, what software do you use by default?

Answer:

How do you go about turning a Word Processing document into a PDF document?

Answer:

What email client do you use?

Answer:

Do you understand how Gmail Threading, Filters, and labels work?

Answer:

How familiar are you with Google Docs & Spreadsheets?

Answer:

Andrea has been given an email account on my server. She will often email my clients to give them information or to follow up on something. In the signature, she has a phone number that is set up so that my clients can simply call her to make that consulting call appointment. Can we set that up with you as well?

Answer:

What is an RSS Feed?

Answer:

Do you have a blog?

Answer:

Do you subscribe to any blogs?

Answer:

Do you subscribe to any podcasts?

Answer:

If someone were to ask you what a podcast was, what would you tell them?

Answer:

How often do you use Skype & Do you have a Headset that you use with Skype?

Answer:

Would you be online and accessible to me via Skype chat during business hours?

Answer:

What's the difference between Blogger, WordPress.com, and a self hosted WordPress site?

Answer:

How often do you currently log into a WordPress site?

Answer:

Do you know how to create a new blog post in WordPress?

Answer:

Do you know how to create a new page in WordPress?

Answer:

Do you know how to schedule a blog post to post at a later date in WordPress?

Answer:

Do you know basic HTML? (CENTER, IMG, HREF=, BR, HR,)

Answer:

If I were to ask you to create a page that looked like <http://PodcastAnswerMan.com/testimonials> on a new site, would you be able to create a page like that in WordPress without seeing the original code?

Answer:

General Social Media Questions:

What is Twitter and how do you think it could be useful to my business?

Answer:

What is your Twitter ID?

Answer:

What is a Facebook Fan Page and how do you think it could be useful to my business?

Answer:

What can you tell me about your experience with using Facebook with your clients?

Answer:

What is LinkedIn and how do you think it could be useful to my business?

Answer:

What can you tell me about your experience with using LinkedIn with your clients?

Answer:

What is Hootsuite and do you have any experience using it?

Answer:

What is a URL Shortener and what benefits do they offer?

Answer:

Have you ever used HighRise Before?

Answer:

How willing are you to learn new software and how fast are you able to pick up on new systems?

Answer:

Questions Related To My Business:

What do you know about my business?

Answer:

In your own words, what is gspn.tv?

Answer:

Have you listened to any of my podcast episodes, if so, which ones?

Answer:

What is Plus Membership?

Answer:

Knowing what you know about me and what I'm doing online? Why do you want to work with me?

Answer:

Scenario: Someone finds my website as the result of a Google search, they listen to several of my podcasts about how to podcast and they call and leave me a voice message asking me to call them back to discuss possible consulting work.

How confident do you feel that you can communicate to them that I don't do free sales consults but that my rate is \$150/hr with a minimum of one hour.

Answer:

What if they say they simply can't afford that? What might you say to them?

Answer:

What if they actually seem a little "put off" by the this insight. How confident are you that you can defuse the tension and carefully point them in a direction that would be a win/win for everyone?.

Answer:

Are you okay with learning my equipment order process and taking part in tracking my equipment orders and handling customer service issues as they arise?

Answer:

How do you feel about learning how to process and post up to 8 podcast episodes to my various WordPress websites every Thursday?

Answer:

How familiar are you with QuickBooks Online?

Answer:

How do you feel about learning how to get my PayPal statement once a week and entering each transaction on that account into my QuickBooks online account each Monday?

Answer:

How confident that you can handle collections calls to clients who are past due on their invoice and still maintain my extremely valuable relationship with them?

Answer:

If I were to create a blog for what is called a "niche site," how comfortable to you feel you would be at researching content and creating blog posts for that site?

Answer:

If I were to let you know Wednesday that I have no ideas for what to do on my Virtual Assistant Podcast on Thursday, do you think you could come up with a topic and research some information that I could share about that topic in the episode?

Answer:

Individual Questions:

With all the Questions I've asked you in this interview, are you still interested in being my Virtual Assistant?

Answer:

What questions do you have for me?

Answer:

