

## 20 Common Question I Ask Virtual Assistants (VAs)

**How To Use:** My recommendation is to pick the most important 3 to 5 questions to you and use them as prescreening questions. After you prescreen, I would pick a larger set of questions to ask each applicant. I don't personally ask every VA every question on this list.

1. Describe your previous experience as a virtual assistant. What type of tasks did you handle?
2. How proficient are you in English, both written and spoken?
3. Based on what I need help with, do you have any ideas to improve the process?
4. What are your working hours? Are you available during [specific time zone]?
5. Are you open to using time-tracking software if required?
6. What is your internet speed, and do you have a backup if it goes down?
7. What tools and software are you familiar with? (e.g., Google Workspace, Asana, Slack, Canva).
8. What experience do you have with [specific software]?
9. What steps do you take to ensure data security and client confidentiality?
10. Are you always the person doing the work or do you have other people you share work with?
11. What type of training or onboarding have you found most helpful in the past?
12. How do you prioritize tasks when managing multiple projects?
13. Describe a challenging situation with a previous client and how you handled it.
14. How comfortable are you with repetitive tasks, like data entry or lead generation?
15. How quickly can you adapt to new software or workflows?
16. Is there anything specific you want me to know about you?
17. Describe a time when you went above and beyond for a client.
18. Do you have any other commitments that may interfere with your work schedule?
19. What interests you most about taking on this project?
20. Where do you see yourself in the next year as a virtual assistant?