

22 Sample Interview Questions

to ask a Virtual Assistant Candidate

- 1 From everything you've learned about this role, me and our company, tell me how you feel you'd make a contribution.
- 2 Why should we hire you?
- 3 If you could start your career over again, what would you do differently?
- 4 Your top 5 values in life (what things are most important to you)? For the answer, think about the things you spend the most of your time doing and this will be an indicator of what you truly value.
- 5 Your top 5 values in a job. what you truly value.
- 6 Tell me about what motivates you.
- 7 What frustrates you?
- 8 Tell me about the toughest negotiation you've ever been in.
- 9 Where do you see yourself in five years?
- 10 Describe your ideal boss.
- 11 What do you enjoy the most about your work?
- 12 How quickly do you usually respond to emails during your working hours?
- 13 How committed are you at work?
- 14 Why do you want this virtual assistant job?
- 15 What have you done in the last 12 months to improve your skills?
- 16 What do you consider your core skills and services?
- 17 How many hours are you available to work for us?
- 18 Tell me about a professional setting you've worked in where people had different communication styles.
- 19 Your inbox is flooded with messages, how do you prioritise which ones to respond to first?
- 20 Let's say you have a deadline and your computer suddenly crashes. What do you do?
- 21 Tell me about a time you proactively addressed a client's need.
- 22 What are you looking for in a new role?





BONUS!!

Here are six excellent interview questions to ask your potential VA before asking them to join your business. These are targeted to bring out the following attitudes in people:

- Honesty
- Humility
- Perseverance
- Initiative
- Determination

- 1 Tell me about a time when it was necessary to admit to others that you had made a mistake. How did you handle that?
- 2 Can you describe a past situation at work that led you to grow as a person?
- 3 Can you tell me about a time when you were faced with a major obstacle (work or otherwise) and how you overcame it?
- 4 How would you describe the perfect work environment for you?
- 5 Drawing on your work experience, can you give me an example of a time when you wanted to give up, and chose not to?
- 6 How do you react when asked to do something beyond your capabilities?

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pair you up with your perfectly matched VA!!

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