



# The VA Intern

## Interview Questions for your VA

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### Questions to consider asking when interviewing a VA

- How long have you been a VA
- How many clients do you have?
- How many hours are you currently working each week?
- Are there any days that you do not work? What are your office hours?
- What is your speciality (What are your strengths and weaknesses?)
- Do you have a team or do you do all of the work yourself?
- How do you like to communication with clients and how often?
- What communications are billable and not billable?
- How and when do you like to be paid?
- What do you charge per hour or do you use packages?
  - If by hour how do you round? (by 1 min, 15 min, etc)
  - If by hour do pre-purchased hours expire?
- How will you keep my information secure?
- What type of training have you done, paid for, or taken in the last 6 months?
- Using a scenario that you have recently experienced that you may have the VA helping you with in the future, ask how they would handle it?
- If hiring for graphics, web design, or other creative tasks as for samples.
- Do you have a contract your clients sign? May I review it?