



Virtual Assistant Interview Form

Name of VA candidate: _____

Contact number: _____

Pre-Interview checklist

- I have reviewed the candidate's information such as website, client information package and other relevant materials.
- I have asked for and received client testimonials and references.
- I have set up a date and time for the interview.

Interview Details

Date of interview: _____

Time of interview: _____

Interview Questions

How long have you been a VA?

Have you had formal training by a Virtual Assistant Training Program?

How many clients do you presently support?

What is your administrative background?

What do you enjoy doing?

What do you not enjoy doing?

May I contact your clients for a reference?

What are your office/working hours?

What are your fees?

What do your fees not cover?

Do you feel we would work well together if so why?

Do you offer a 100% confidentiality agreement?

Additional questions that are important to me:

Interview Notes and Observations

Is this the VA for me? **Yes** **Possibly** **No**

Why I feel this would work or not work?
