



VA Interview Questions

Get the Right VA by Asking the Right Questions

Your virtual assistant will be the backbone of your business, so don't settle for surface-level interviews. The right questions reveal not just skills, but how a candidate thinks, solves problems, and fits into your workflow. These questions can help you hire someone who can truly be integral in the growth of your business.

What is success to you?

What would you say would be your greatest accomplishment?

Give me an example of when you've been trained/managed really well.

Give me an example when you've been trained/managed poorly.

How do you motivate yourself to do something you don't like?

Who are the 3 people that you most admire and respect? Why?



VA Interview Questions

What defines a good/bad performer on a job?

What are your strengths?

What are your weaknesses?

When you were working with your previous company, what are some of the things you like the most?

Give me an example of in the past where you have brought efficiency and solutions to an aspect of the organization or your role.

Who holds you accountable for the goals you have set for yourself?

What about being a real estate assistant attracted you the most?



VA Interview Questions

Where do you see your growth opportunities in the future?

Through this relationship, where do you see your growth opportunities in the future?

What kind of systems have you built in the past?

What defines Good Customer Service?

What does good customer service mean to you?

Why do you want to work in customer service?

Tell me about a time you had to deal with a difficult customer, and how you handled it.



VA Interview Questions

What would you do if you did not know how to help a customer?

What are two or three qualities a person needs to deliver strong customer service?

Tell me about your previous customer service experience.

Can you describe your approach to time blocking and how you use it to manage your daily tasks and responsibilities?

On a scale of 1 -10 how would you rate yourself on asking questions when you don't understand something?

Deep dive questions to go deeper on questions above:

1. What will that do for you?
2. Why is that important to you?
3. What will that ultimately do for you?
4. What about that is important to you?
5. Why is that important?
6. How will that make you feel?