

# my VA rocks.

## APPLICANT GUIDE



### OVERVIEW

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# MISSION, VISION & VALUES

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## MISSION

Our mission is to fundamentally change the way people work by radically supporting and up-leveling our clients while creating hyper-flexible, joyful work for our team.

## VISION

A world where 'having it all' doesn't mean 'doing it all.'

## CORE VALUES



## CULTURE

Our VA's come from everywhere and are going places. We're delighted that you're with us, but we know that this is a stop along the way to bigger things. We're happy you're growing with us now and we're excited to help get you where you're going.

Our clients hire us because they need our help. They may not be able to articulate what they need, and they may not know the exact process to implement, so our goal is to identify pain points and proactively solve problems.

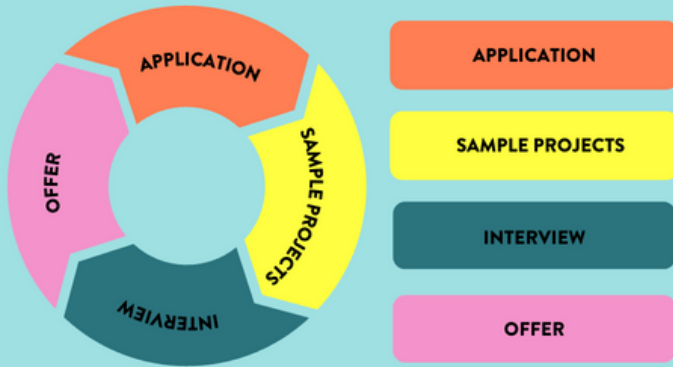
Sometimes it's not our fault, but it's still our problem. One of our clients' major concerns is that delegating and training a VA will be more trouble than it's worth. To provide exceptional value to our clients, we clear the path, solve the problem and end the chaos.

Over-communicate with myVA Rocks team members and give executive summaries to clients. When our clients are overwhelmed, the help we give them shouldn't be overwhelming, too. Focus on solutions, establish a timeline, and focus on simplicity.

We like each other an awful lot. But we're not a family. You have an actual family (and friends and pets and side-hustles) that you want to spend time with way more than your co-workers. We put our families first and we expect you to do the same.



# INTERVIEW TIMELINE



While our interview process can take a bit of time, we try to keep the process moving as quickly as possible. As the applicant, you will have the ability to go as slow or as fast as you would like. For example, applicants are given 5 business days to complete the Sample Project phase but have the ability to turn in their project in 24 hours and move through the process much quicker. We have a very strong commitment to making sure that all of our VAs are a perfect fit so we take our time to ensure it is a good fit for all involved. We also want you to know that regardless of the outcome, you can expect to hear from us.

## APPLICATION

Once you have completed our online application, our admin team will review your application and if our admin team feels that you may be a good fit for the MyVARocks team, you will be invited to our interview phase.

## INTERVIEW

All interviews are completed via Zoom or google meets. Once you have had an in-person interview, we will invite you to a second interview with another member or our admin team.

## SAMPLE PROJECT

Once you have been invited to the Sample Projects phase of our interview process, you will be given 5 business days to complete the provided sample. Once sample projects have been submitted our admin team will review and we will potentially move forward with an offer. You can expect to hear from us either way, whether or not we move forward.

## OFFER

After completing the previous phases, and both parties feel comfortable moving forward, we will move to offer you a position at MyVARocks.

# THE VIRTUAL ASSISTANT ROLE

**VIRTUAL ASSISTANTS TAKE CARE OF THE DETAILS,  
SO OUR CLIENTS CAN DO WHAT THEY DO BEST.**

MyVARocks VAs are ruthlessly organized, quick on their feet, up for a challenge, and FUN! Our job is to help our clients identify how you can help make their lives easier and free up their time to drive their business forward.

A MyVARocks Virtual Assistant serves as an intricate part of a client's team. Our VAs brainstorm and provide solutions rather than simply take orders for tasks. Our goal is always to help our clients thrive, not just survive.







## VA RESPONSIBILITIES:

-  Admin Assistant Support
  - Calendar, inbox, travel and file management
-  Communication & Client Services
  - Client communication, outreach, contact management, sales outreach, digital organization and data entry
-  Project Management
  - Planning & Managing Event Details

## OTHER OPTIONAL SERVICES OFFERED

-  Social Media Management
  - Content creation, scheduling & posting
-  Grant Writing
  - Writing grant application & opportunity research
-  Copywriting
-  Bookkeeping

## MYVAROCKS VAS ARE:

-  Proactive & Efficient
-  Detailed Oriented
-  Respect for confidentiality
-  Have a strong ability to manage up
-  Desire to learn new things
-  Able to build and implement strong systems

## WHAT TYPES OF CLIENTS DO YOU SERVE?

We serve entrepreneurs, executives, business owners, and anyone looking for high-quality remote support to assist their daily needs in the business.

## ARE VIRTUAL ASSISTANTS EMPLOYEES OR INDEPENDENT CONTRACTORS?

All of our Virtual Assistants (VAs) partner with myVArocks as Freelance Contractor Workers (as opposed to W2 employees) categorized as 1099 Independent Contractors for tax purposes. We encourage you to research and ask questions about this during your application process as well.

## DOES MYVAROCKS OFFER BENEFITS OR PTO?

Since our VAs are Independent Contractors, we do not currently offer benefits or paid time off. Wages are paid hourly, based on time logged against client project hours. However, here at myVArocks we encourage a healthy work-life balance. Working for myVArocks provides a lot of flexibility in working wherever, and whenever you want.

## WHAT TYPES OF PROJECTS DO MYVAROCKS VIRTUAL ASSISTANTS WORK ON?

We serve a variety of different clients coming from all walks of life. Generally you can expect to work on projects that any executive assistant may work on in an office setting, such as email and calendar management, expense reporting, event planning, general research, reporting, data entry, and on occasion social media work, grant writing and many other things.

## WILL I WORK INDEPENDENTLY OR IN A GROUP?

Some of our clients work with one Virtual Assistant and others enlist the support of a small group of myVArocks VA's. Here at myVArocks we encourage all of our VAs to work collaboratively with their team, and support each other.

## WHAT IS THE COMPENSATION AS A VA?

Once a contractor receives an offer to join our community, we offer a competitive starting pay of \$20/hour.

## WHAT ARE THE STANDARD HOURS OF THE POSITION?

The myVArocks VA role offers a lot of flexibility to work whenever, and wherever you want. Each of our clients has a different workflow, and specific availability, and can often be in different time zones. These factors won't determine your weekly schedule, but they will certainly affect it. Hourly capacity varies by client(s), and can range from as few as 10 to 40+.

## HOW LONG DOES IT TAKE TO BE MATCHED TO CLIENTS?

Typically 1-3 weeks after completing VA Onboarding, you would be notified by a member of our customer success team that you have been matched to a client. From there, our CSM team will work to coordinate a kick-off call with the client. It can take some time to build up to desired hours. However, your desired hourly capacity is taken into account in the matching process.

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**MYVAROCKS VA'S ARE:**

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