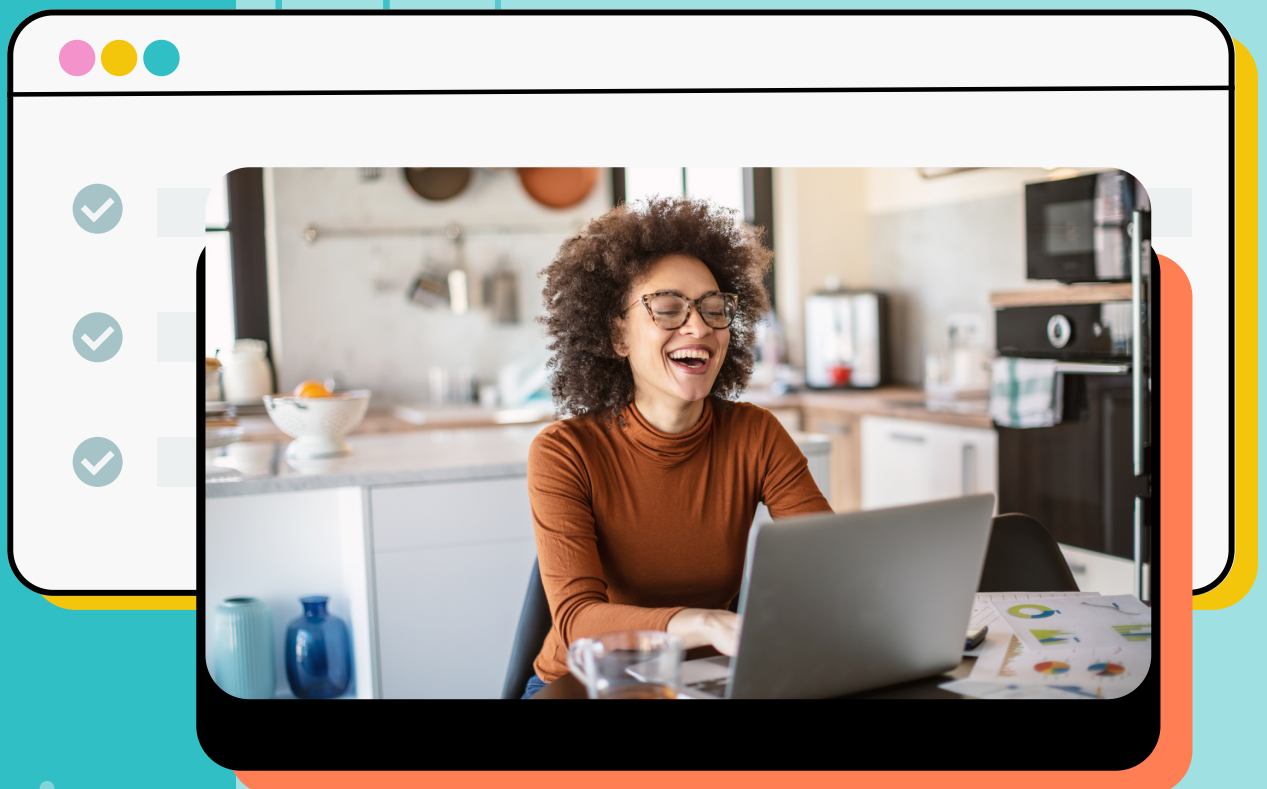


WANT TO BE A ROCKIN' VA?



# APPLICANT GUIDE



my VA rocks.

# MISSION, VISION, AND VALUES



## mission

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

## vision

Our vision is to create a world where "having it all doesn't mean doing it all."



## values

We lift as we rise. We leave people better than we found them. We value honesty, diversity, empathy, and enthusiasm.



# CULTURE STATEMENT

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Our VAs come from everywhere and are going places. We're delighted you're with us, but we know this is a stop along the way to bigger things. We're happy you're growing with us now and 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 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' primary 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 myVARocks team members but 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 (friends and pets and side hustles) that you want to spend way more time with than your co-workers. We put our families first, and we expect you to do the same.

*Ashley Quinto Powell*

# THE INTERVIEW PROCESS



While our interview process can take a bit of time, we try to keep the process moving as quickly as possible. We have a firm commitment to making sure that all of our VAs are a perfect fit, so we take our time. 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 submission. If we feel that you may be a good fit for the myVARocks team, you will be invited to our interview phase.

## initial interview

Once our admin team has reviewed your application and determined that you may be a good fit for our community, we will invite you to an initial interview. If the initial interview goes well and both parties agree to proceed, you will be invited to a second interview with our Operations Manager.

## second interview

Once you've completed the second interview, our admin team will discuss and make a final decision. You can expect to hear a decision from us in approximately 7 business days. We encourage all of our applicants to ask questions and ensure that myVARocks is also a good fit for them!

## offer of contract

After completing the interview process, and both parties feel comfortable moving forward, we will move to offer you a position at myVARocks!



# THE VA ROLE

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

Our 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. Our VAs look to brainstorm and provide solutions rather than simply take orders for tasks.

Having a VA can be a game changer in a client's business. We aim to help our clients **thrive**, not just **survive**.

## our vas are

- ✓ Detailed oriented
- ✓ Able to build & implement strong systems
- ✓ Excited to learn new things
- ✓ Respectful of confidentiality
- ✓ Confident in their ability to manage up
- ✓ Proactive & efficient

## our vas do

- ⚡ Admin Assistant Support
  - Calendar, inbox, travel, & file management
- ⚡ Communication & Client Services
  - Communication, outreach, contact management, digital organization, & data entry
- ⚡ Project Management
  - Planning & managing event details

They might also so some optional tasks like:

- Social Media Coordination, Grant Writing Assistance, Copywriting, and Bookkeeping

## 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 VAS EMPLOYEES OR INDEPENDENT CONTRACTORS?

All of our Virtual Assistants (VAs) partner with myVARocks as freelance contract workers (as opposed to W2 employees) categorized as 1099 independent contractors for tax purposes. We also encourage you to research and ask questions about this during your application process.

## 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, we encourage a healthy work-life balance. Working for myVARocks provides flexibility in working wherever and whenever you want.

## WHAT TYPES OF PROJECTS DO MYVAROCKS VAS WORK ON?

We serve a variety of different clients coming from all walks of life. Generally, you can expect to work on projects that an executive assistant may work on in an office setting. This might include 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 VAs. We encourage all of our VAs to work collaboratively with their team and to 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, 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, and can range from as few as 10 to as many as 40 hours per week.

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

Typically 1-3 weeks after completing VA Onboarding, you will be notified by a member of our matching team that you have been matched to a client. From there, our Onboarding Specialist team will work to coordinate a kick-off call with the client. To start, all of our VAs are given one client, and then a 30-day trial period will begin. Once we have determined the engagement is on the right track, additional clients will be assigned. Your hourly capacity is taken into consideration during the matching process. However, it can take time to build up to your desired hours.





## TIP FOR INTERVIEWS

- ✓ Come prepared for a zoom call in a well lit & professional environment.
- ✓ Be sure to highlight any administrative or entrepreneurial experience you may have.
- ✓ Please be prepared with your weekly hourly capacity and general working hours
- ✓ Be sure to have a computer available and attend the call on your computer rather than your phone or other devices.
- ✓ Be sure to ask any questions you have about myVARocks. We want you to feel confident that we're the right fit for you too!

