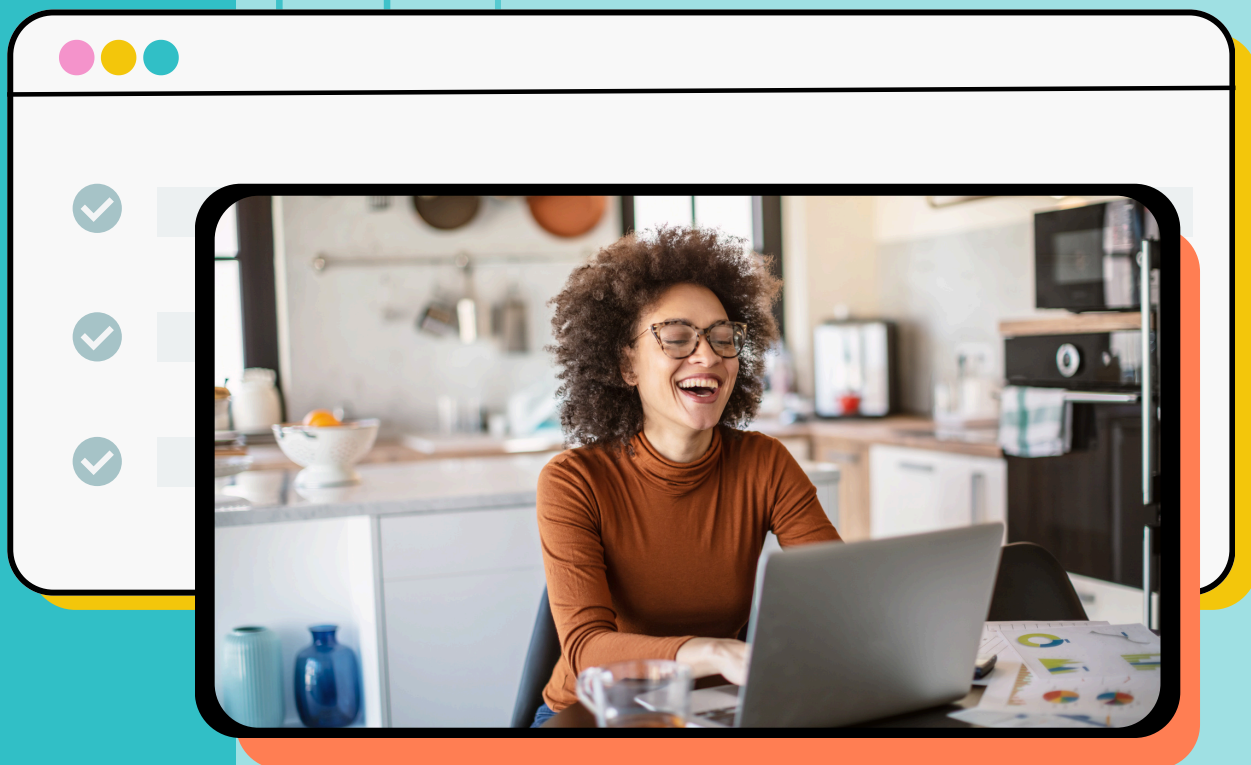


WANT TO BE A ROCKIN' VA?



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 Client's 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

Our Virtual Assistant (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 Client's 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 Client's primary concerns is that delegating and training a VA will be more trouble than it's worth. To provide exceptional value to our Client's, we clear the path, solve the problem, and end the chaos.

Over-communicate with myVA Rocks team members but give executive summaries to Client's. When our Client's 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 and one way interview, our admin team will review your submission. If we feel that you may be a good fit for the myVA Rocks 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 myVA Rocks 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 myVA Rocks!



THE VA ROLE

VIRTUAL ASSISTANTS TAKE CARE OF THE DETAILS,
SO OUR CLIENT'S 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 CLIENT'S 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 business.
We aim to help our Client's **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 myVA Rocks 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 myVA Rocks provides flexibility in working wherever and whenever you want.

WHAT TYPES OF PROJECTS DO MYVAROCKS VAS WORK ON?

We serve a variety of different Client's 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, travel booking, event planning, general research, reporting, data entry, invoicing and , and many other things. On occasion our more specialized VAs may work on social media work, grant writing.



WILL I WORK INDEPENDENTLY OR IN A GROUP?

Some of our Client's work with one Virtual Assistant and others enlist the support of a small group of myVA Rocks 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 pay of \$20/hour.

WHAT ARE THE STANDARD HOURS OF THE POSITION?

The myVA Rocks VA role offers a lot of flexibility to work whenever and wherever you want. Each of our Client's 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. Typically our Client's prefer that our VAs are available during business hours. The hourly commitment we ask from our VAs each week is a minimum of 20/hr week, although, it does take some time to build to desired capacity.

HOW LONG DOES IT TAKE TO BE MATCHED TO CLIENT'S?

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 Client's 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.





Level up your skills

Empower yourself with professional, self-paced VA training that turns your experience into a thriving career. Backed by 50,000+ client hours, our course equips you with proven communication and management strategies for immediate impact.

READY FOR A CAREER THAT ROCKS?

Our self-paced 6-week class will focus on VA-specific training to confidently prepare you for a flexible and fulfilling career as a virtual assistant. The course includes:

- ⚡ 6 Self-Paced Modules — Go at your own speed
- ⚡ 124 Videos with Over 8.5 Hours of Content
- ⚡ 13 PDF Reference Docs and Worksheets
- ⚡ 24 Interactive Case studies

Join our live classes to connect, engage, and stay accountable with a vibrant learning community!

[**LEARN MORE**](#)

VAs who have experience or have been certified through our course have priority status in hiring!

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 myVA Rocks. We want you to feel confident that we're the right fit for you too!

