myVA Rocks.

APPLICANT GUIDE

Think of this guide as your backstage pass to the VA role—how to ace the interview, what to expect, and how to hit the ground running like a pro.

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

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 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 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.

Overcommunicate with myVA Rocks 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 (and friends, 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.

Ashley Quinto Powell

THE INTERVIEW PROCESS

While our interview process can take a bit of time, we do our best to keep things moving and keep you in the loop along the way. We're thoughtful and intentional about every step because finding the right fit really matters to us—and we want it to feel like a great match on both sides. Thanks so much for your patience and for being part of the process with 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 myVA Rocks team, you will be invited to an initial interview.

Initial Interview

In this interview, we'll take some time to get to know each other and learn more about your experience. If the conversation feels like a great fit on both sides, you'll be invited to complete a short sample project. If that goes well, we'll be excited to move forward with a second interview.

Second Interview

In this step you will be interviewing with a member of our operations team. If all goes well in this step and both parties feel as though they should proceed, you'll advance to a third interview with the CEO.

Third Interview

Once this interview is completed, and the partnership appears to be the right fit, we will move to offer you a position at myVA Rocks!

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
- Strong communicators who build trust with clients

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

<u>They might also do some optional tasks like:</u>

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

FREQUENTLY ASKED QUESTIONS

WHAT TYPES OF CLIENTS DO YOU SERVE?

We serve entrepreneurs, executives, business owners, and anyone looking for high-quality remote support to assist with 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 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, travel booking, event planning, general research, reporting, data entry, invoicing and many other things. On occasion, our more specialized VAs may work on social media work or grant writing.

SET UP FOR SUCCESS

INTERVIEW TIPS

- 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 to share 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!

myVA PRO ACADEMY.

Level up your skills

Looking to up-level your skillset? Get access to our incredible 6-week virtual assistant training program designed to prepare you for a flexible & fulfilling VA career.

Here's What's Waiting for You:

- 6 Self-Paced Modules — Learn whenever, wherever
- 124 Videos with Over 8.5 Hours of Expert Training
- 13 PDF Reference Docs & Worksheets to Guide You
- 24 Interactive Case Studies — Real scenarios, real solutions

This isn't just another online course—it's a training designed to give you the confidence & skills to thrive as a VA. And here's the beauty of it—every single lesson is pre-recorded & available on-demand. Learn at your own pace whenever inspiration (or your coffee) kicks in!

Take your VA skills from solid to standout with our course by clicking the link below!

LEARN MORE

*While our course can help you hit the ground running in your VA career, it is not required for hiring at myVA Rocks. Please note, this is a training program, not a paid position.

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

myAudio Rocks.

Audiobooks + Podcasts Made Easy

From the founder of myVA Rocks comes myAudio Rocks, the simple all-in-one solution for audiobook and podcast production at home.

You Can Help Your Clients Bring Their Voices to the World With:

- At home, studio-quality audiobook production
- Podcast packages to fit their needs
- Professional narration coaching by an award-winning narrator
- Global distribution on all the top audiobook & podcast platforms
- An 8-week multimedia book promotion plan

myAudio Rocks makes it easy and affordable for self-published authors and independent consultants to record best-in-class audiobooks and bingeable podcasts, adding a powerful tool to their business and branding arsenal.

LEARN MORE

Do you have audio editing or narration experience? Submit your resume or portfolio to Kristin Watson Heintz for a chance to join our team!