

The Virtual Assistant Blueprint Process by



OUTSOURCE ACCESS™
YOUR SOURCE FOR GLOBAL TALENT

How We Identify and Retain the Best VA's in the Market

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| <p>Recruitment & Vetting</p> |  <p>Testing: IQ, Emotional Intelligence, Personality Profiling, English Grammar, Typing, Project Management</p> |  <p>Live Projects: Evaluate proactive thinking, speed of understanding and level of adaptability to tools and technology</p> |  <p>Interviews: Candidates must prepare for and pass one-on-one interviews and evaluations by 4 members of our team as a final confirmation of ability</p> |
| <p>Signature Virtual Assistant Bootcamp</p> |  <p>General Communications Training</p> |  <p>Effective Feedback Training</p> |  <p>Technical Tasks and Tools Training</p> |

Process to Match Clients with an Ideal Virtual Assistant

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| <p>Signature Client Assessment Process</p> |  <p>We have a proven audit to get full clarity on:</p> <ul style="list-style-type: none"> • What low-value, current activities are consuming your time • What higher-value tasks are on the "radar" that you want to be engaging and how a VA can accelerate those initiatives • What tasks are most critical for moving your business forward • What specialized tasks are you currently paying for where we can provide more affordable, high-quality solutions | | |
| <p>Rigorous Candidate Selection Process</p> |  <p>Based on your unique needs, we identify candidates best qualified to be your ideal Virtual Assistant</p> |  <p>We conduct a client briefing and internal interview to determine interest match with the best-fit VA candidates</p> |  <p>We select the top candidate for your specific needs and arrange an interview</p>  <p>Upon selection of your VA, we finalize engagement terms and determine a start date</p> |
| <p>Client Training</p> |  <p>Client Training</p> <ul style="list-style-type: none"> • From our experience, this is a crucial element for success and Clients appreciate we provide this for them • We provide a brief video training for Clients based on best practices for communicating and managing their VA | | |
| <p>Onboarding & Deployment</p> |  <ul style="list-style-type: none"> • VA collaborates with Client to agree on final working schedule and preferred communications tools. • We work with you to identify the top 3-4 tasks your VA can begin rapidly |  <ul style="list-style-type: none"> • You and your VA work together daily to accomplish your outlined goals. • We provide Outsource Access assistance whenever you need us. You will have a dedicated account manager | |
| <p>Ongoing Support & Talent Development</p> |  <p>Outsource Access creates an incredible culture of support and ongoing development for your VA</p> |  <p>We hold weekly training sessions to introduce the latest tools and techniques to your VA with practical application</p> |  <p>We invest in speakers, group outings, holiday parties, training dinners and overall provide an unmatched working experience</p> |

Ready to Change Your Game with an Ideal Virtual Assistant? Visit OutsourceAccess.com/process