

The Virtual Assistant Blueprint Process by



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

Recruitment & Vetting	Testing: IQ, Emotional Intelligence, Personality Profiling, English Grammar, Typing, Project Management	Live Projects: Evaluate proactive thinking, speed of understanding and level of adaptability to tools and technology	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
Signature Virtual Assistant Bootcamp	General Communications Training	Effective Feedback Training	Technical Tasks and Tools Training

Process to Match Clients with an Ideal Virtual Assistant

Signature Client Assessment Process	We have a proven audit to get full clarity on: <ul style="list-style-type: none">What low-value, current activities are consuming your timeWhat 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
Rigorous Candidate Selection Process	Based on your unique needs, we identify candidates best qualified to be your ideal Virtual Assistant	We conduct a client briefing and internal interview to determine interest match with the best-fit VA candidates	We select the top candidate for your specific needs and arrange an interview
Client Training	Client Training <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	Upon selection of your VA, we finalize engagement terms and determine a start date
Onboarding & Deployment	VA collaborates with Client to agree on final working schedule and preferred communications tools. <ul style="list-style-type: none">We work with you to identify the top 3-4 tasks your VA can begin rapidly	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
Ongoing Support & Talent Development	Outsource Access creates an incredible culture of support and ongoing development for your VA	We hold weekly training sessions to introduce the latest tools and techniques to your VA with practical application	We invest in speakers, group outings, holiday parties, training dinners and overall provide an unmatched working experience

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