

VIRTUAL ASSISTANT PRE-SCREENING WORKSHEET

CONTACT INFO:

NAME:

E-MAIL:

OTHER:

POSITION INFORMATION:

ROLE:

RATE:

SKILLS NEEDED:

ASSESSMENT NOTES:

COMMUNICATION SKILLS:

SHORT OR LONG-TERM NEEDS:

SKILL LEVEL AS IT APPLIES TO POSITION:

REFERENCES:

ORGANIZATION SKILLS:

NAME:

E-MAIL:

COMMENTS:

REVIEWED VA'S POLICIES?

REVIEWED TESTIMONIALS?

ADDITIONAL NOTES:

NAME:

E-MAIL:

COMMENTS: