# 24-HOUR PRODUCTIVE

## The Questionnaire

**3**

## preneur MARKET!NG

## Online Marketing Virtual Assistant Form

To complete your application for the post, please answer the following questions.

**Name** *

First          Last

**Email** *

**1. What is your primary reason for applying for this position?**

**2. How many hours a week would be ideal should you be successful in getting this position?**

**3. What hourly rate would you expect to be paid? (Indicate if in USD or PHP.)**

**4. Do you have a computer in good working order and an unrestricted broadband internet connection?**

- ◉ Yes
- ○ No

**5. How regularly do you use the internet and for what?**

**6. Explain the previous experience and training you've had that are relevant to the post you're applying for.**

**7. What do you believe Marketing to be and what is your experience with Marketing?**

**8. How would you rate your Online Marketing skills?**

- ◉ I'm just starting out (Beginner)
- ○ I'm pretty good (Intermediate)
- ○ I "am" the internet (Advanced)

**9. List any software or tools that you've had direct experience with that are relevant to the post you're applying for.**

# Overview

Once you've got a little bit more of the people who could be potentials, you'd want them to show you that they're interested. The way to do that is to send them an e-mail and ask them to fill out a questionnaire.

Our teams are very flexible and easy to get along with. We will give you as clear instructions as possible including workflow maps, step-by-step instructions and screen-cam videos. Moreover, you can always ask us as many questions as possible until you're absolutely clear about what needs to be done.

**What We're Offering**

- Full-time position (Monday to Friday, 9am to 6pm) 40 hours per week
- Wage negotiable to experience $3-5 USD per hour
- Important responsibility
- A stable environment with room to grow
- A positive and friendly team

Do you think you're the star performer we're looking for?

**Here's What You Should Do Right Now....**

To apply for this fantastic opportunity, do two things:
(1) Submit your resume and your cover letter by clicking 'Apply' below or by sending us an email at support [at] preneurgroup [dot] com; THEN
(2) Answer the short questionnaire over at http://preneur.wufoo.eu/forms/online-marketing-virtual-assistant-form/.

This role will be filled quickly!

One final thing before you apply, if you're just looking for a job to put in some hours or you just want to make a little extra cash, then most likely you're not the person we're after (i.e. No lazy people, and no one who is not committed to being the best).

We look forward to hearing from you.

Non-member

**Apply**          **Apply Via Email**

We want to make sure that when they fill out that questionnaire, they display the qualities we're looking for: responsiveness, attention to detail, and English skills. At each stage of the hiring process, think about that funnel where we're slowly reducing the amount, getting down to the gold which is going to be down the bottom.

The following is the exact questionnaire we used to find a general virtual assistant (VA). Our questionnaires vary depending on the person. We do tailor it slightly, depending on what it is that they're going for.

First questions to ask are their name and contact details, their primary reason for applying for the position, the hours they would like to work, and the days they're not available.

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**Name** *

First        Last

**Email** *

**1. What is your primary reason for applying for this position?**

**2. How many hours a week would be ideal should you be successful in getting this position?**

> Please specify the number of HOURS and the specific DAYS you're available.

**3. What hourly rate would you expect to be paid? (Indicate if in USD or PHP.)**

This is a key one: what hourly rate do they expect to be paid? You want to make sure that you get their wage expectations up front. Sometimes it can all get a bit weird when you start talking about money when you're interviewing people. So, right up front, ask them what their expectations are. I tell them that it's not necessarily how much they're going to get paid. They will get paid dependent on their skill level, as we determine based on what the role is. But this is just to make sure they're operating in the same ballpark. There is no point in taking them all the way down the funnel, and them turning around and saying that they want to be paid more than the rate stated in the job ad. You want to do that one early on.

**2. How many hours a week would be ideal should you be successful in getting this position?**

**3. What hourly rate would you expect to be paid? (Indicate if in USD or PHP.)**

Note: This is not the rate you will be paid – you may be paid more or less, determined on your skill level.

**4. Do you have a computer in good working order and an unrestricted broadband internet connection?**

◉ Yes

○ No

**5. How regularly do you use the internet and for what?**

Do they have good access to the computer? This is important when you're dealing with people overseas. How regularly do they use the internet? Do they know the basics of HTML? Then ask them to explain some of the previous experience and training they've had that are relevant to the post.

**4. Do you have a computer in good working order and an unrestricted broadband internet connection?**

◉ Yes

◯ No

**5. How regularly do you use the internet and for what?**

**6. Explain the previous experience and training you've had that are relevant to the post you're applying for.**

Ask them to list down some of the services that they've had experience with. This is more so when we're hiring, let's say an article writer in the Philippines. If we find that they've already done work with Article Marketing Automation and some of the services that they'll be working with, that they're already familiar with some of these blog networks, that's someone who obviously gets an extra little tick.

**8. How would you rate your Online Marketing skills?**
- ◉ I'm just starting out (Beginner)
- ○ I'm pretty good (Intermediate)
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**9. List any software or tools that you've had direct experience with that are relevant to the post you're applying for.**

Things like Skype, MS Word and Excel, WordPress, Market Samurai, Adobe Illustrator, Gmail, etc.

**10. Are there other things that you think we should know about you that might help us choose you for the job?** *

And lastly...

Other questions we ask are about their familiarity with concepts like marketing and SEO. SEO is a core part of what it is that we do for a lot of the offshore people, so I make sure that they've got at least a little bit of an understanding. We have a training process that we'll take them through once they're part of the team.

**7. What do you believe Marketing to be and what is your experience with Marketing?**

**8. How would you rate your Online Marketing skills?**
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Things like Skype, MS Word and Excel, WordPress, Market Samurai, Adobe Illustrator, Gmail, etc.

Mainly what we're looking for in this process is making sure that they have those core qualities, and then these extra little things might just sort the wheat from the chaff, making sure that we get the best quality applicant.

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E-mail:

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2. How many hours a week would be ideal should you be successful in getting this position?
   *Please specify the number of HOURS and the specific DAYS you're available.*

3. What hourly rate would you expect to be paid? (Indicate if in USD, PHP, or any other currency.)
   *Note: This is not the rate you will be paid – you may be paid more or less, determined on your skill level.*

4. Do you have a computer in good working order and an unrestricted broadband internet connection?
   [ ] Yes
   [ ] No

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10. Are there other things that you think we should know about you that might help us choose you for the job? *