

THE 5TH NATIONAL VA

conference & awards 2011

Nomination Form for Spirit of the VA Industry

Nomination for Spirit of the VA Industry	
<p><i>Tell us who you are and why you would like to nominate your chosen person. All entries will be compiled into a voting form available at the UK VA Conference at morning registration. Votes will be counted and announced on the day at the awards ceremony.</i></p>	
My Full Name:	
I would like to nominate: <i>(full name of candidate and their business/organisation)</i>	
Because: <i>(tell us why they deserve this award in 50-200 words)</i>	

Entry Form for Outstanding VA of the Year and 5-9ers Award

Section 1: About Me	
<p><i>This shaded section will be kept private from the judges, identified only by a unique code before they compile their shortlist. This ensures that your entry is solely judged upon your responses on this form.</i></p>	
Full Name:	
Company Name:	
Telephone:	
Website:	
Email:	
Month/Year Established:	
Award applied for:	<input type="checkbox"/> Outstanding VA Business <input type="checkbox"/> 5-9ers VA Award
ADMIN ONLY:	
Assigned code:	

Section 2: About the Business	
ADMIN CODE:	
<i>In this section we're finding out a little more about how you operate and what sort of business you run.</i>	
How many hours are you available for client work each week?	<input type="checkbox"/> 0-9 hours <input type="checkbox"/> 10-19 <input type="checkbox"/> 20-39 <input type="checkbox"/> 40-69 <input type="checkbox"/> 70+ <i>(e.g. 9-5 Mon-Fri would be 40 hours)</i>
What percentage of your billable hours are worked on site for clients?	_____ % on-site work _____ % virtual work
Do you have a back up system in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please describe:
Do you have client contracts/Terms & Conditions in place?	<input type="checkbox"/> Yes, T&Cs <input type="checkbox"/> Yes, signed contract <input type="checkbox"/> No
Do you use subcontractors or employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you have the following in place? Signed client confidentiality agreement <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a Subcontractor agreement <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a Subcontractor Terms & conditions <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
Are you registered for Data Protection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a member of any virtual assistant industry organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you done VA specific training?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Have you ever helped another VA (out with subcontracting /paid services)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
You want to find out what other VA s charge. How would you find out?	

Section 3: Creating a sustainable business	
<i>In this section we're looking at your marketing and plans for the future.</i>	
Do you have a written marketing plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many hours per week do you spend marketing your business?	<input type="checkbox"/> 0-5 hours <input type="checkbox"/> 6-10 hours <input type="checkbox"/> 11-20 hours <input type="checkbox"/> 21+ hours
Name your top 5 marketing strategies:	1.
	2.
	3.
	4.
	5.
Do you plan to undertake any type of business training this year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Thinking of your clients as percentages, what is the biggest client you have?	<i>(e.g. if you have 3 clients all using 10 hours a month, your biggest client would represent 33% of your business).</i>
In total, how many clients do you have?	
As a percentage, what ratio of ongoing clients compared to ad hoc clients do you have?	_____ % ad hoc clients _____ % ongoing clients
What's your turnaround time on a typical piece of work?	<input type="checkbox"/> ASAP <input type="checkbox"/> Next working day <input type="checkbox"/> 48 hours <input type="checkbox"/> Ask client what their deadline is

Section 4: Remote Working

This section is assessing the remote working skills that you have. We're not looking for specific examples of real-life scenarios, but rather how you would deal with these hypothetical questions – there are no right or wrong answers!

<p>A local client asks you to come and work on site for 20 hours a week "because it's too hard without you actually being here" – what is your response?</p>		
<p>A client contacts you last minute to complete a task which requires immediate attention, you have other work priorities as well as a networking event to attend, describe how you would handle this situation?</p>		
<p>A client is not happy with a service you have provided and refuses to pay your fee – what would you do?</p>		
<p>Tick the tools which you use in your business:</p>	<input type="checkbox"/> Online accounts system <input type="checkbox"/> Online data back up <input type="checkbox"/> Video conferencing <input type="checkbox"/> Email <input type="checkbox"/> VOIP <input type="checkbox"/> Wordpress/CMS websites <input type="checkbox"/> Email newsletter software <input type="checkbox"/> Telephone meetings <input type="checkbox"/> Face to face meetings <input type="checkbox"/> Shared online workspaces	<input type="checkbox"/> Shared calendars <input type="checkbox"/> PDF creation <input type="checkbox"/> Printed brochures <input type="checkbox"/> Post/courier services <input type="checkbox"/> Elance/Odesk/Guru type sites <input type="checkbox"/> Smartphone with email <input type="checkbox"/> Auto responders <input type="checkbox"/> Desktop sharing <input type="checkbox"/> Remote workers/VAs <input type="checkbox"/> Social media sites

Finally....

Finally, why would you be an excellent ambassador for the VA industry?

Please write 100-300 words

Please save this form to your desktop and submit via email to:
VAawards@societyofvirtualassistants.co.uk

Awards entries:

You will receive an automated acknowledgement to let you know we have safely received your form. We will be in touch with you on 20th May 2011 to let you know whether or not you have been shortlisted. If you do not get these emails, please contact VAawards@societyofvirtualassistants.co.uk as a matter of priority marked URGENT, as it may mean we have not received your application. We recommend you save a copy of your awards entry for your reference.

Finalist interviews:

Follow up telephone interviews for shortlisted VAs will take place on w/c 30th May 2011. The judges may want to ask you more questions about your business in order to decide the overall winner, which will be announced at the conference on 17th June 2011.

Spirit of VA Industry Nominations:

Nominations will be compiled into a list at the conference on 17th June. When you attend morning registration, you'll be asked to vote on an anonymous ballot and the winner will be announced at the Awards Ceremony.