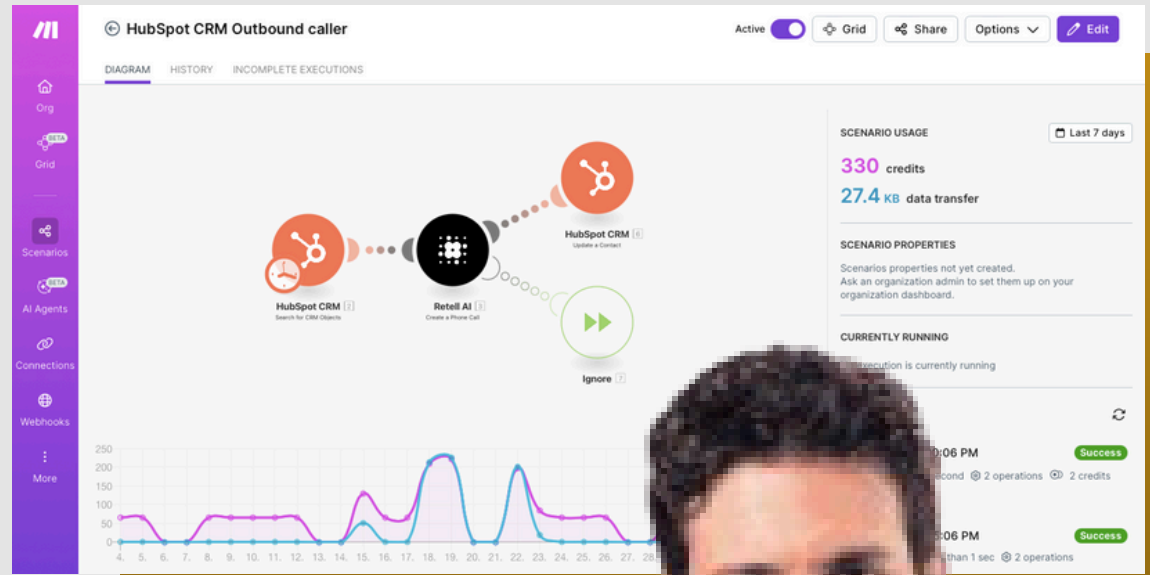




JOB AID

PROFESSIONAL STANDARD SELF-CHECK



Checklist:

- I understand my scope of responsibility
- I communicate clearly and early
- I take ownership of outcomes
- I escalate risks appropriately
- I maintain professional boundaries

Use before starting new client work or onboarding.

Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

