

Personal Assistant Checklist

By Jake R Brady

- ☐ Preparation Phase
 - ☐ Evaluate your personal and career goals.
 - ☐ Decide what tasks do you feel comfortable giving to a personal assistant.
 - ☐ Decide what tasks you feel you must do personally.
 - ☐ Assemble a list of key tasks and requirements.
 - ☐ Talk to your manager and let him/her know you are planning on hiring a personal assistant.
 - ☐ Start creating your budgets and determine how much you want to pay an assistant.
 - ☐ Check out local area wages for good secretarial/business administrator-type employees.
 - ☐ Prepare an employment contract/agreement.
 - ☐ Set up the work area and equipment for your assistant.
- ☐ Selecting a Personal Assistant
 - ☐ Have a detailed and all-inclusive job description.
 - ☐ Put an ad in the paper or a job offer on job portals online.
 - ☐ Go through a staffing agency.
 - ☐ Select several candidates to interview.
 - ☐ Interview each applicant at least twice.
 - ☐ Get to know each candidate from both a personal and professional standpoint.
 - ☐ Ask about job history, experience and abilities.
 - ☐ Give the candidates time to ask you questions.
 - ☐ Obtain at least three references from each candidate.
 - ☐ Call each reference and ask questions about the applicant's character, moral fiber, work ethic and personality.
 - ☐ Make a job offer to your chosen candidate.
 - ☐ Take the time to contact your other interview candidates and let them know that you chose someone else.