Personal Assistant Checklist

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# Tasks:

☐ **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.**