

# 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.