

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.