



HIRING PERSONAL ASSISTANT CHECKLIST

Allison D. Mooney, CRS, GRI
www.allisondmooney.com
allisondmooney@comcast.net
301 502-2403 Cell/Voice Mail

Consider the following when hiring a personal assistant:

- Evaluate your personal & career goals. Get a notebook and write down things that you don't enjoy doing & the tasks or things that you wished you had more time for. In what ways do you envision an assistant will improve your business? *Keep these notes for a few weeks.*
- Review the Potential Personal Assistant Duties and start from there. Decide what tasks do you feel comfortable giving to a personal assistant and then highlight them? Underline the ones you feel **you must do** personally. This is the beginning stages for forming a job description.
- TALK to your manager or broker and let them know you are planning on hiring a personal assistant. You need to set up mutual guidelines and policies regarding personal assistants.
- Start creating your budgets (personal expenses, marketing & operating expenses) and determine how much you want to pay an assistant(s). Consider **all** the costs involved, including insurance programs, benefit programs and payroll taxes.
- 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.
- NOW, begin the searching process for "just" the right assistant.
- Prepare yourself for the interview process.



It's worth a thought: "It's the essence of genius to make use of the simplest of ideas."
Charles Peguy