

Hiring An Executive Assistant

Self-Assessment for Hiring Readiness

Assessment Area	Assessment Responses	Tip
Does your company have a clear mission and products or services that are aligned with this mission?	Yes No	For you to find an Executive Assistant that is well aligned with your values, it's important to know exactly what you are working towards, why, and how.
Does your organization have proven experience operating, providing services, or selling your products?	Yes No	If your organization is struggling to implement its mission and provide value effectively, it may not be the right time to bring on an Executive Assistant.
Does your company have a clearly established and realistic budget?	Yes No	Before hiring an Executive Assistant, it's important to know how much money your organization needs to thrive in every area. Hiring an Executive Assistant will be an additional line item in your budget, so it's important to be clear on your current and projected expenses before adding an Executive Assistant.
Does your company have a clearly established and proven plan to generate enough income to cover your budgeted expenses consistently?	Yes No	Being able to cover the costs associated with your operations is critical. Before adding an Executive Assistant, it's essential that you're able to generate enough income to cover the current and future costs of your operations, as well as the costs of working with an Executive Assistant.
Does your organization have the proper structures and policies, as well as a healthy work culture, needed for an Executive Assistant to thrive?	Yes No	Adding an Executive Assistant to your company requires a delicate balance of being productivity driven while also taking adequate care of people. Before hiring an Executive Assistant, it's important to ensure your work culture is a place for them to thrive. This includes fair recruiting and onboarding practices, internal practices to care for your employees well-being, and policies to ensure equitable compensation and benefits.
Do you have a clearly defined job description or list of responsibilities you need the Executive Assistant to manage?	Yes No	Hiring an Executive Assistant will only be an added source of stress for you, and potentially stressful for the new hire, if you are not clear on what their role will be or how you will hold them accountable. Hiring an Executive Assistant to "help" you will not be beneficial if you are not clear on "how" they will assist you and "what" specific tasks they will be responsible for.
Do you have the experience needed, or access to professional development and training, to be an effective leader of other staff members?	Yes No	The success of an Executive Assistant does not always depend on their own skills. It can also be impacted by your management style, your ability to lead, and your approach toward collaborating with others. It's always a plus to develop your own leadership skills to ensure you're cultivating healthy relationships with those who report to you.

Does your Board of Directors approve and agree to hiring an Executive Assistant to support you?

Yes
No

In some cases, hiring an Executive Assistant may require your Board of Directors or Trustees to approve of adding this expense to your budget. In many cases, you may see the need for hiring an Executive Assistant, but you will also need to ensure your board is supportive if you want the new position to be a long term addition to your organization.