

## Performance Appraisal Form – [REDACTED].

name: [REDACTED]	position: PA	ref: NA
year or period covered: 2014-2015.	time in present position: 6 years	length of service: 6 years

### PART A.

#### A 1. State your understanding of your main duties and responsibilities.

I understand my duties and responsibilities as a PA when I travel with my boss on the business trips, both domestically and internationally. I understand my duties when I work at his properties in different locations.

I don't always understand my duties well when we work in the NYC office – sometimes we have a few assistants doing the same job at the same time, including greeting the guest or helping the guests. When too many assistants gather in the same office, I think everyone gets distracted from the job and loses focus.

I don't understand my duties when my boss is travelling and I remain in NYC (except when I get direct instructions from my boss on particular projects).

I understand my duties when I work on special projects for my boss.

Other duties include travelling internationally to present photo reports of the properties or inventory; helping the guests at the 301 building; buying the beauty supplies for the properties; helping manage the stuff at the Paris property; maintaining communication with the assistants in other countries.

#### A2 Discussion points.

**1. Has the past year been good/bad/satisfactory or otherwise for you, and why?**

Satisfactory. I couldn't accompany my boss on a very important international trip.

**2. What do you consider to be your most important achievements of the past year?**

Finding new full-time and part-time assistants;

Successfully assisting my boss during his trips to Europe (Paris trips); as well during as his domestic trips;

Always saying "yes" to any task. I have always emphasized that work is my absolute priority and that I am happy to do any work my boss asks me to.

**3. What do you like and dislike about working for this organization?**

I LIKE	I DISLIKE
Financial motivation;	Unclear future;
Guidance and support from my boss;	Workwise, I think I have been doing the same job over the last 6 years and I did not get involved into any business projects (I have constantly asked my boss if there was anything else I could do/ contribute more/ do my job better);

Friendly (family style) relations with the coworkers;	I don't have a role model within the company that I see myself growing into in X months/years. The previous assistants did not pursue interesting careers.
Being able to seat in the meetings with incredibly smart and interesting people;	
Social network	

#### **4. What elements of your job do you find most difficult?**

Unclear and uncertain future;

Low productivity when I stay in NY and my boss is not here. I am a hard worker and I am willing to learn. Sometimes I feel I have not done anything valuable for my boss.

#### **5. What elements of your job interest you the most, and least?**

<b>The Most</b>	<b>The Least</b>
Organizing international trips;	Interior design;
Working on special projects with my boss;	

**6. What do you consider to be your most important aims and tasks in the next year?**

Making the life of my boss easier.

Finding new assistants.

Increasing the efficiency of my performance/ team performance.

**7. What action could be taken to improve your performance in your current position by you, and your boss?**

By Me	By My Boss
Being proactive	Explicit instructions
Creating a manual for the assistants	

**8. What kind of work or job would you like to be doing in one/two/five years time?**

In two years, I would like to be working on the business-side either in my boss's company, or in any other organization based in NY. If my boss agrees, I would love get a part-time job in NY, to be productive during the time he is not here.

Ideally, I would love to have my own business that I could run from NYC.

In five years, I would like to be married and work part-time.

**9. What sort of training/experiences would benefit you in the next year?  
Not just job-skills - also your natural strengths and personal passions you'd like to develop - you and your work can benefit from these.**

Financial education.

Speech coach – I constantly see that people have trouble understanding me and ask me to repeat what I have just said. I think taking even a few speech classes could help resolve this problem.

**A3 List the objectives you set out to achieve in the past 12 months (or the period covered by this appraisal) with the measures or standards agreed - against each comment on achievement or otherwise, with reasons where appropriate. Score the performance against each objective (1-3 = poor, 4-6 = satisfactory, 7-9 = good, 10 = excellent):**

Objective	Score	Comment
Find a new full-time PA	10	
Find new part-time PAs	8	
Assist during international trips	10	All the international trips I managed went “great” (according to my boss)

Assisting with beauty treatments	10	I have learned what my boss has asked me to do (massage, facials). I have also instructed other assistants what to do.
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**A5 In light of your current capabilities, your performance against past objectives, and your future personal growth and/or job aspirations, what activities and tasks would you like to focus on during the next year. Again, also think of development and experiences outside of job skills - related to personal aims, fulfillment, passions.**

I would like to increase the efficiency of my work as PA and our work as a team as well.

I would like to work more on the business-side, either in my boss's company /not-for-profit foundation or to get a part-time job in NYC. Working for my boss and making his life easier remains the absolute priority.

I am 31 y.o. and I would like to start a family rather sooner than later.