

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?

The Most	The Least
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.