

## Featured in **Worth** magazine “6 Questions for Your Executive Assistant”

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*Every executive knows the importance of a good assistant. Worth asked experts from executive search and lifestyle management firms what questions to ask to find the right person for the job.*

**1. Why are you an executive assistant?** “This question distinguishes applicants who can do the tasks associated with the job from those who comprehend the role, which is to support you,” says Jill Glist, president of Lambent Services, a New York and Los Angeles-based personal assistant agency. Look for someone who mentions constructive qualities such as enjoying helping others be organized.

### **2. Are you willing to take a personality assessment test?**

Such exams can reveal a lot about candidates’ personalities, critical thinking skills, teamwork, abilities and character. The Calipher Personality Test, for example, is often used by employers to compare prospective employees to the “ideal candidate” they selected before the test. Shauna Swerland, partner and global head of infrastructure practice in the New York office of executive search firm Glocap Search, adds that while it’s not a common practice, it’s a good idea for both the CEO and executive assistant to take a personality test in order to match their character types.

**3. Are you comfortable being on call 24 hours a day?** “Viable candidates can’t have a 9-to-5 mentality,” says Swerland. Assistants won’t always be in the office, but they should always be available.

**4. Why should I trust you?** “Background and reference checks are essential,” says Glist, “but watching a candidate’s assessment of his own honesty allows you the benefit of direct information on this subject.” Pay attention to non-verbal cues and the ability to describe personal behavior.

**5. Why do you think some employees honor confidentiality agreements and while others don’t?** Sooner or later whoever you hire will know intimate details about your life. “Listen between the lines,” says Teresa Leigh, CEO of Teresa Leigh Household Risk Management of New York and Raleigh, N.C. “Does the candidate think it is ever OK to break a confidentiality agreement?”

**6. How long will you commit to this job?** “The applicant’s time frame and yours should be established in advance,” says Glist. Hiring and training a new assistant can be expensive and time-consuming, so make sure the person doesn’t have plans for at least the next three years.



The screenshot shows the article's title and six numbered questions. The questions are: 1. Why are you an executive assistant? 2. Are you willing to take a personality assessment test? 3. Are you comfortable being on call 24 hours a day? 4. Why should I trust you? 5. Why do you think some employees honor confidentiality agreements and while others don't? 6. How long will you commit to this job? The article includes expert quotes and a small image of a hand holding a globe.