

**Performance Development Plan for Executive Assistant (Virtual)**

**Title of Position:** *Executive Assistant (Virtual)*  
**Department:** *Operations*  
**Reports to:** *CEO*  
**Employment Type:** *Part-time*

**Name of Executive Assistant (Virtual):** \_\_\_\_\_

**Date of Review:** \_\_\_\_\_

**Overview of Position/ Job Purpose:**

The Virtual Executive Assistant provides assistance to executive management with their daily functions and maintaining the overall office management. This role mainly provides administrative support. Over time, this role could grow, depending on the needs of the business and the capacities of the incumbent.

**Organizational Competencies:**

**1. Customers First:**

**Meets Expectations:**                      **YES**                      **NO**

**Comments:**

**2. Follows the Golden Rule:**

**Meets Expectations:**                      **YES**                      **NO**

**Comments:**

**3. Integrity:**

**Meets Expectations:**                      **YES**                      **NO**

**Comments:**

**4. Passion:**

**Meets Expectations:**                      **YES**                      **NO**

**Comments:**

**5. Generosity:**

**Meets Expectations:**                      **YES**                      **NO**

**Comments:**

**6. Proactive:**

**Meets Expectations:**                      **YES**                      **NO**

**Comments:**

**Current Goals for Executive Assistant (Virtual):**

<b>Focus Area</b>	<b>Expected Outcomes</b>	<b>Rating (1-5)*</b>
<b>Email Responses</b>		
<b>Voicemail Responses</b>		
<b>Appointment Scheduling</b>		
<b>Turnaround Time (24 hours)</b>		

\*Scale is based on:

1= poor; 2= below expectations; 3= meets expectations; 4= above expectations; 5= mark of excellence

**Goals for Next PDP:**

**1.**

**2.**

**3.**

**Comments:**

**Name of Manager:**

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**Signature of Manager:**

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**Name of Employee:**

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**Signature of Employee:**

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