

# Admin Annual Review



Here's the outline of our annual review process for our team of virtual assistants.

Overall, we keep it fairly simple. In addition to the annual review, they have weekly check-ins with their direct manager to provide support and make sure their job performance is consistent.

## Questions for the admin assistant

- What accomplishments have you been most proud of this year?
- What do you like most about your job?
- What do you find most challenging about your job?
- If you could solve one problem that you or your team have, what would that be? How would you solve it?
- What personal or professional goals do you have?
- How would you like to grow in your job?
- What do you need from us to feel better equipped, more comfortable or to grow in your job?
- What can I do to make your job more enjoyable?
- What feedback do you have for the practice?
- Anything else you'd like us to know?
- What should we have asked, but didn't?

## Questions for the direct manager

- What positive feedback do you have for the employee?
- What constructive feedback do you have for the employee?
- What goals would you like to set for the employee?
- Should the employee receive a performance based pay increase?
- Any additional notes to share with the employee?