

How to Know if Someone is Doing a Good Job (CHECKLIST)



by Tina Forsyth on August 19, 2011 in [Build Your Team](#), [For OBMs](#), [For VAs](#)

I was reminded on a call this week about the importance of having the *right* support in your business – and so I wanted to share with you one of my favorite checklists from the [THRIVE Hiring System](#).



- **If you are HIRING (aka – you are the boss)** – use this list to determine if the people on your team are truly doing a good job for you (or not.)
- **If you are BEING HIRED (VA, OBM or otherwise)** – consider this list from the perspective of how you can serve your clients in the best way possible so that they simply can't imagine doing business without you!

Check the ones that apply, and if need be, look to make improvements that will truly create a strong working relationship. (I'm of the opinion that most stuff is fixable, with the right amount of communication and intention.)

- They over communicate – never leaving you to wonder if they received your email/request.
- They tell you if they can't meet a deadline and work to find a new deadline that will fit both sides.
- They under promise and over deliver.
- Things are getting done and with very little time and energy from you.
- You feel at peace knowing you are being looked after.
- You feel a sense of pride that they are on your team.
- Your level of stress is reduced knowing that they are taking care of things.
- You feel comfortable and a new sense of excitement for your business and what you are creating.
- You find yourself easily letting go of things that were previously difficult to do so.
- You don't need to delegate ... things are looked after before you even think of them.
- Commitments are looked after, stuff is organized and flowing.
- They 'take inventory' of your needs without you even realizing it.
- They essentially create their own job description with little input from you (they just know what needs to happen next).
- They ask you questions that demonstrate they know you, your business model and understand your goals and priorities.
- You start to work on projects you thought you'd never have time to do.
- You are spending more time "off" – rather than sitting at your computer working all the time.
- You look forward to telling them about your new ideas to get their thoughts and feedback.
- Every time you find yourself having to make a decision, you know you have someone to bounce things off of.
- You start to realize you have very little to do with the day-to-day functions of your business – instead you're working ON your business.
- You feel like you can take a vacation again and your business will be just fine in your absence.
- You look forward to learning new strategies and implementing them in your business ... you now have someone else to do it for you!
- You start to feel very comfortable with investing in additional areas to build your business.
- Your profits increase (over time) and business 'is good'.

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