

# RECRUITING A PA: THROUGH KCIL



Employing your own PA may seem like a daunting task. However, KCIL can support you to find the right person. This leaflet contains useful information to help you through the recruitment process.

## 1 WRITING JOB DESCRIPTIONS

Think about the skills and characteristics that makes your ideal personal assistant.

- List skills: Do you need someone who can drive? Someone who can communicate clearly?
- Think about their values: patience, a sense of humour, good initiative?
- What tasks will they do? Cooking, cleaning, personal care?
- What experience or qualifications do they need?

## 2 WRITING YOUR JOB ADVERT

- What days and times will you PA need to work?
- What is the location of the job?
- What type of work they will do?
- Are you asking for references?



## 3 ADVERTISING YOUR JOB

- KCIL advertises PA jobs on our website and at local recruitment events
- Depending on the requirements, we may also advertise on out platforms such as Indeed or Handshake.
- KCIL will recieve the applications and pass on those that match your requirements.

Example job adverts can be on the KCIL website [here](#).

## 4 INTERVIEW THE CANDIDATES

Once you have decided on the PA(s) to interview, you can choose to interview the PA(s) by yourself or opt for an interview supported by KCIL.

- Choose a good place for the interview, for example, a library or cafe.
- Prepare by creating a list of interview questions.
- Allow time between the interviews to make notes on each candidate
- Don't rush into a decision. If no candidate was good enough, you can re-advertise.



## 5 OFFER THE JOB

- Once you have decided, contact KCIL for support to arrange pay for your PA.

## 6 DO THE RIGHT CHECKS

- Contact references by either writing or by phone.
- KCIL will support you and your PA through the enhanced DBS check process (PAYE PAs only).



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### CONTACT US!

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