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# Administrative Assistant Performance Review Goals Examples

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and Personal Characteristic. 20

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HANDLING FILES AND COURSE MATERIALS UPDATING DATABASES AND  
RESPONDING TO EMAILS ADMINISTRATIVE ASSISTANT GOALS MAY  
INVOLVE DEVELOPING AND MONITORING A DEPARTMENTAL BUDGET AND  
ANTICIPATING THE NEEDS OF'

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Assistant' '**SMART GOALS PERFORMANCE  
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VERY ORGANIZED ONE MISSED MEETING OR  
FORGETTING TO GIVE AN IMPORTANT MESSAGE  
TO YOUR BOSS COULD MEAN A HUGE FINANCIAL  
LOSS'

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Performance Review***

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for an administrative assistant include  
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Own Performance On This Form You Should  
Both Work Together To Create Written  
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INCLUDE THE GOALS FROM LAST YEAR **'Sample**

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Assistance To Top Level Executives  
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assistants a couple of examples for  
admin goals i was able to set personal  
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often called a performance review example the annual review  
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