

The Recruiter's Checklist

Print up a checklist for EACH new recruit and place in your FOCUS FOLDER until you've completed it with her! 30 days

New Recruit's Name _____

Phone # _____ Voice-Com # _____

Her Perfect Start Begins With Her Personal Use

Do You Have Your New Recruit On The Product! Has she trashed her other brand products and replaced them with Head-To-Toe Mary Kay by purchasing her Personal Use Package? _____

Have you educated her as to which products to use, how, when, and where to set them up in her shower, sink, and bathroom area? _____

- ___ 1. Know why she came in? Know her goal and dreams in Mary Kay? Share your belief in her!
- ___ 2. Has she listened to **NEXT STEP** and made a product decision? Placed Initial Order.
- ___ 3. Set **Business Debut** dates & Set in MOTION. (Refer to Business Debut tape for instruction)
- ___ 4. Make sure she is in her **Voice-Com** box.
- ___ 5. Set up New Consultant orientation and beginning Education with your local director.
- ___ 6. Is she working on **CHECKLIST #1** and going through the NEW CON web page?
- ___ 7. Set up a Travel Roll Up **Skin Care Class** observation for her (minimum 1 with you).
- ___ 8. Told her about Sr. Consultant Enhancer and **Initial Prizes** under **RICH Rewards** - "You probably already know who your first recruit is, someone sharp like you who you'd enjoy going through your training with."
- ___ 9. Does she understand the **STAR CONSULTANT** Program?
- ___ 10. Perfect/**Power Start** dates - keep confirming. Brainstorm leads if necessary.
- ___ 11. Personalized note of encouragement. Be her Cheerleader and **LEAD BY EXAMPLE!!**
- ___ 12. Pinned and introduced her to unit members. (Publicly and one on one).
- ___ 13. Stressed the importance of **Weekly Meeting** attendance and initial trainings.
- ___ 14. Explained monthly meeting format, appropriate dress, cost of meeting room.
- ___ 15. Informed her of current upcoming events (brunch, conferences, special classes, Seminar).
- ___ 16. Call her after her first meeting, orientation, training classes, first skin care class, "What did you enjoy most, learn?" Answer her questions.

notes _____

People don't care how much you know until they know how much you care! Lead with heart and by example!