HIRE

THE COMPLETE HIRING PROCESS *for* REAL ESTATE AGENTS

BRIAN ICENHOWER

MODULE 1

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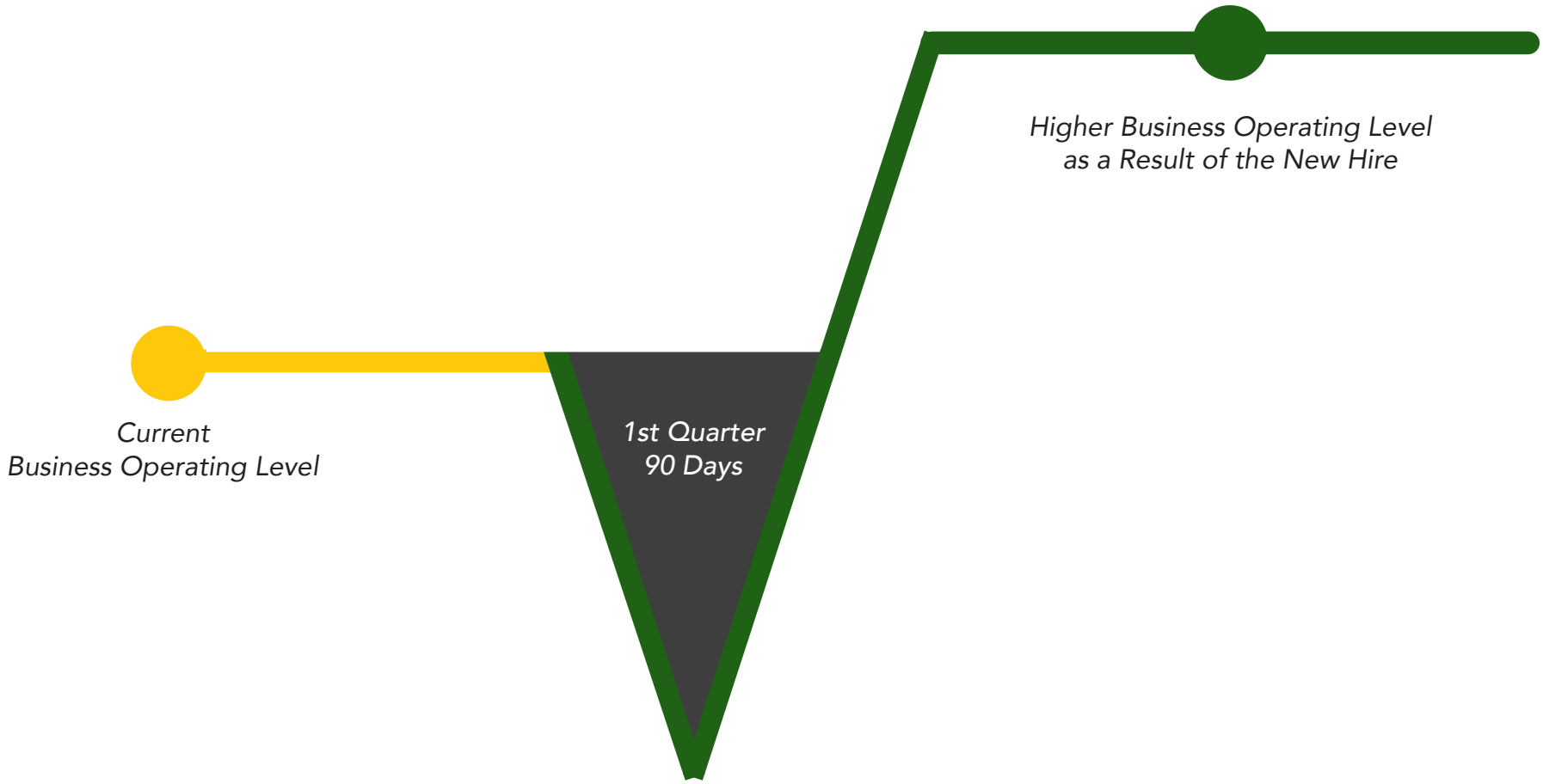
COACHING & CONSULTING

NEW HIRE FIRST QUARTER CHECKMARK



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MODULE 2

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JOB DESCRIPTION: Administrative Assistant

1. Listing Manager (Listing to Contract)

- Oversee all aspects of sellers transactions from initial contact to executed purchase agreement.
- Prepare all listing materials: pre-listing presentation, Listing Agreement, sellers' disclosures, comparative market analysis, pull online property profile, research old multiple listing service (MLS) listings and etc.
- Consult & coordinate with sellers all property photos, staging, repairs, cleaning, signage, lockbox, access requirements & marketing activities.
- Obtain all necessary signatures on listing agreement, disclosures and other necessary documentation.
- Coordinate showings & obtain feedback.
- Provide proactive weekly feedback to sellers regarding all showings and marketing activities.
- Coordinate all public open houses and broker open houses.
- Input all listing information into MLS and marketing websites and update as needed.
- Submit all necessary documentation to office broker for file compliance.
- Input all necessary information into client database and transaction management systems.

2. Transaction Coordinator (Contract to Closing)

- Oversee all aspects of buyer & seller transactions from executed purchase agreement to closing.
- Coordinate title/escrow, mortgage loan and appraisal processes.
- Coordinate inspections, assist in negotiations regarding repairs, and coordinate completion of repairs.
- Regularly update & maintain communication with clients, agents, title officer, lender etc.
- Submit all necessary documentation to office broker for file compliance.
- Coordinate moving/possession schedules.
- Schedule, coordinate & attend closing process.
- Input all client information into client database system.
- Schedule 30 Day, 90 Day & 120 Day client customer service follow up calls to assist with any home improvement provider recommendations and to ask for referrals.

3. Marketing Director

- Manage client database management program & system.
- Create & regularly prepare all buyer & seller consultation packages.
- Coordinate the preparation of all listing & open house flyers, graphics, signage and all other marketing materials.
- Manage & update agent website(s), blog(s) and online listings.
- Regularly assist agent to manage & enhance agent's social media presence.
- Track & coordinate all inbound leads from websites, social media & other online sources.
- Coordinate all client & vendor appreciation events.
- Regularly obtain client testimonials for websites, social media & other marketing materials.
- Coordinate & implement agent marketing videos & property videos on website(s), blog(s), social media and client database email campaigns.

4. Administrative Manager

- Oversee all aspects of the administration of the agent's business.
- Create & manage all systems for sellers, buyers, client database management, lead generation tracking, lead follow-up & all office administration.
- Maintain all agent financial systems, profit & loss statement, bill payment, budget(s), bank accounts, and business credit card(s).
- Coordinate the purchasing of any office equipment, marketing materials and any other business related supplies and materials.
- Create & update a business operations manual and all job descriptions/employment contracts for any future hires.
- Manage the recruiting, hiring, training and ongoing leadership of all future administrative hires.
- Hold agent(s) accountable for conducting all agreed upon lead generation activities.
- Ensure that all agent activities are limited to listing property, showing property, negotiating contracts & lead generation.

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JOB DESCRIPTION: Showing Assistant

Job Duties & Responsibilities

- Show homes to prospective home buyer clients
- Drive with or alongside buyer clients to provide access and view homes
- Identify homes to show that meet buyers' criteria
- Schedule showings of homes with buyer clients, listing agents and/or home sellers
- Refine buyers' criteria and select additional homes to show as necessary
- Schedule and attend on-site property inspections with clients and vendors
- Provide buyer clients access to homes under contract as needed for measuring, inspecting, and etc.
- Promptly return all buyer client telephone calls, texts and/or emails.
- Gather and answer buyer questions about potential homes and local community information
- Provide buyer clients pricing information and market research
- Educate buyer clients about home buying process
- Regularly assure buyer clients that lead agent is involved & informed - Promote the team concept
- Keep lead agent informed on all client communications and developments (copied on all emails & update notes in CRM)
- Close buyer clients to written offers to purchase

Growth & Development Training

Showing Assistant will be responsible for developing the following skills by shadowing lead agent or buyer's agent, in addition to attending all office training related to these duties. Once Showing Assistant has demonstrated the ability to perform these tasks proficiently without assistance and has met all production standards, Showing Assistant will become eligible for the Buyer's Agent/Specialist role.

- Attend all office training for working with buyer clients
- Convert buyer leads to buyer consultation appointments
- Conduct buyer consultation appointments
- Obtain buyer client signatures on buyer agency agreements
- Ensure that buyer clients are pre-qualified with mortgage lender
- Prospect for buyer leads
- Overcome buyer objections
- Write offers to purchase homes for buyer clients
- Negotiate contracts until offers are accepted
- Negotiate inspection repairs

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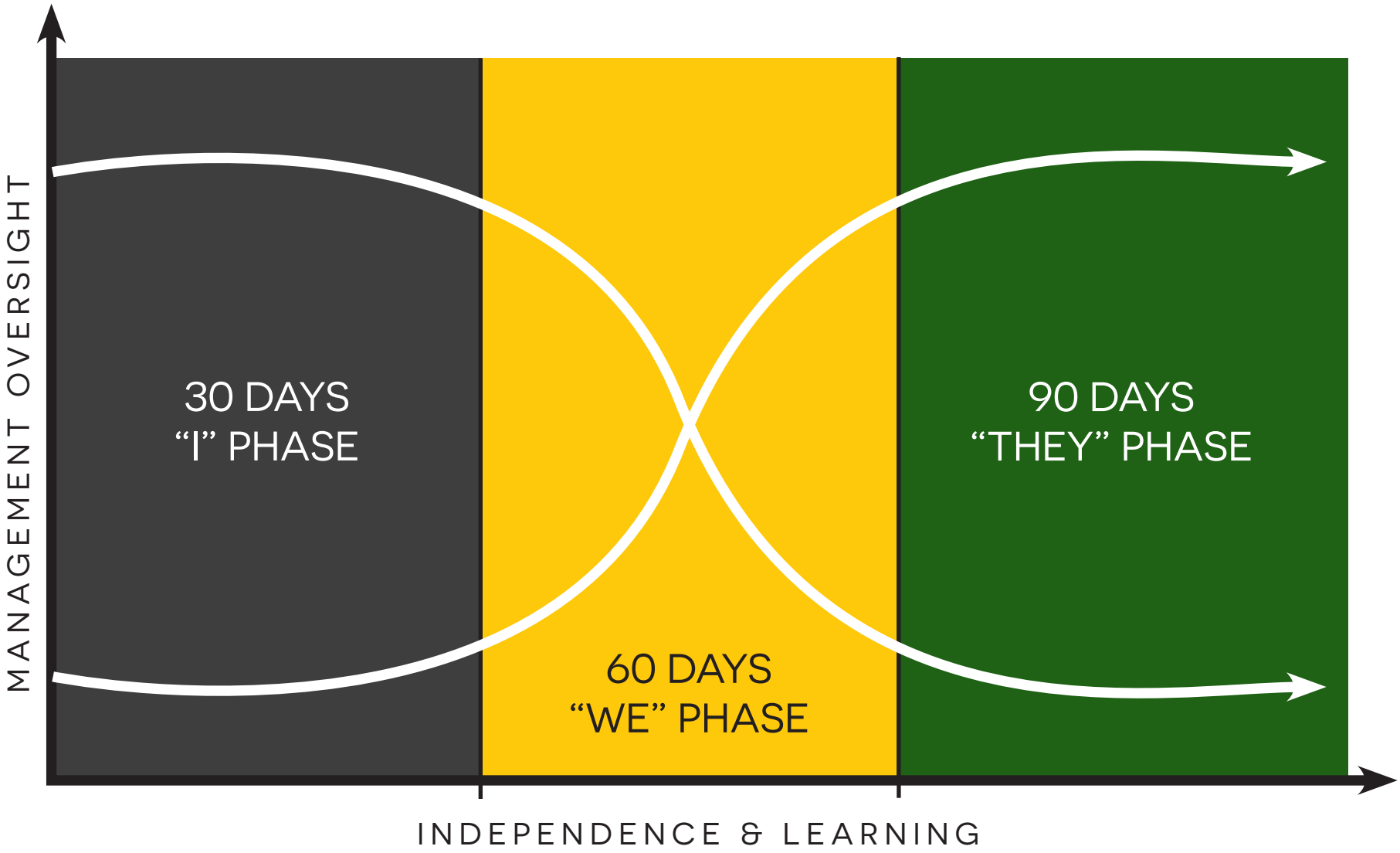
LEVERAGE TRAINING CURVE



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MODULE 3

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Application Denied Email Script

Use this email script to notify applicants in the hiring process that they are no longer being considered for the position:

Dear [APPLICANT],

Thank you for your application, this is to inform you that the position with the [TEAM NAME] has been filled. We thank you for your interest and truly appreciate the time and effort you have put into the interview process.

Thank you,

[AGENT NAME]
[POSITION]

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SCREEENSHOTS OF DISC ASSESSMENTS

Question 2 of 12: Choose one "most" and one "least" response.

When someone offers an opinion or conclusion and I disagree, I am most likely to...

- Tell them that I disagree.
- Say something humorous.
- Ask for more information.
- Nod and say nothing.

When someone offers an opinion or conclusion and I disagree, I am least likely to...

- Tell them that I disagree.
- Say something humorous.

- I tend to do what I am told
- I like things to be very neat and tidy
- People can't put me down
- I enjoy having fun
- I respect my elders and those in authority
- I am always willing to do new things - to take a risk
- I believe things will go well
- I am always willing to help
- I am a neat and orderly person
- I am very active, both at work and play
- I am a very calm and placid person
- I generally get my own way
- I am very contented with life
- I tend to trust people
- I like peace and quiet
- I have a very positive attitude

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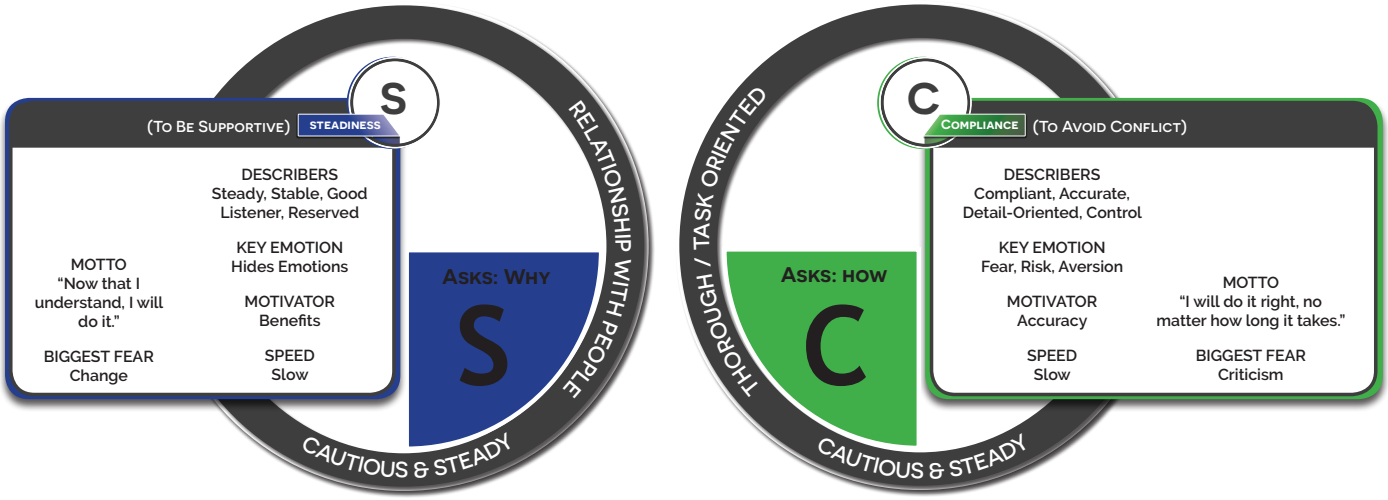
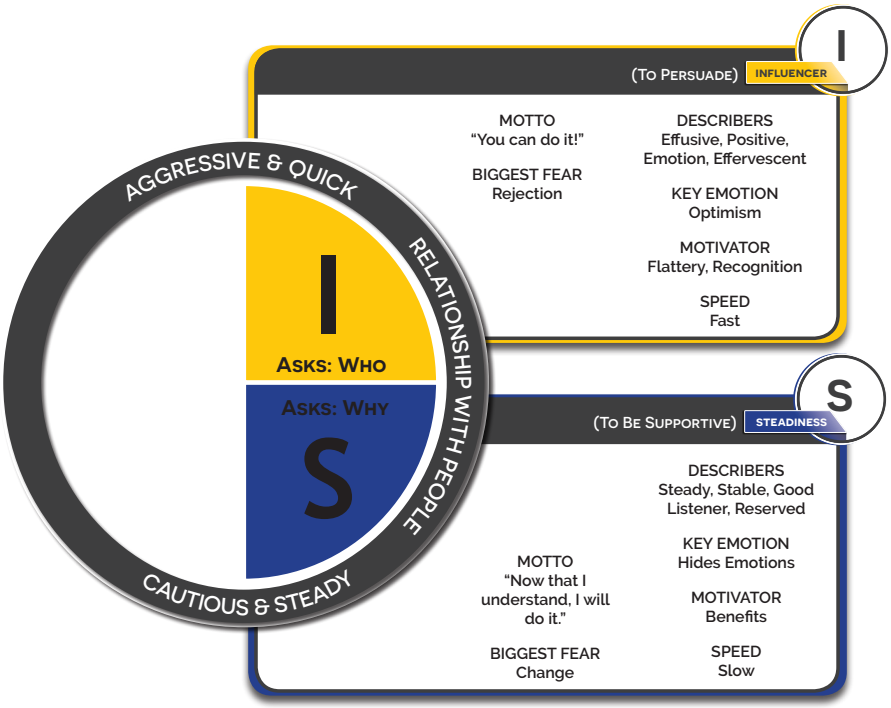
DISC BEHAVIOR MAP

SC BEHAVIOR



IS BEHAVIOR



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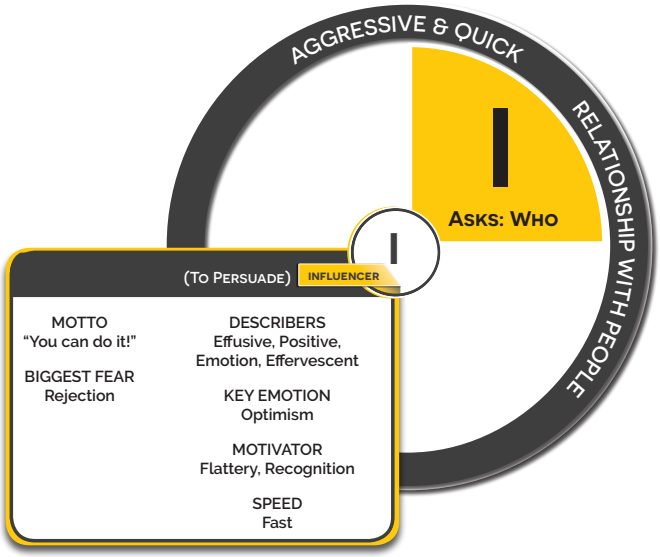

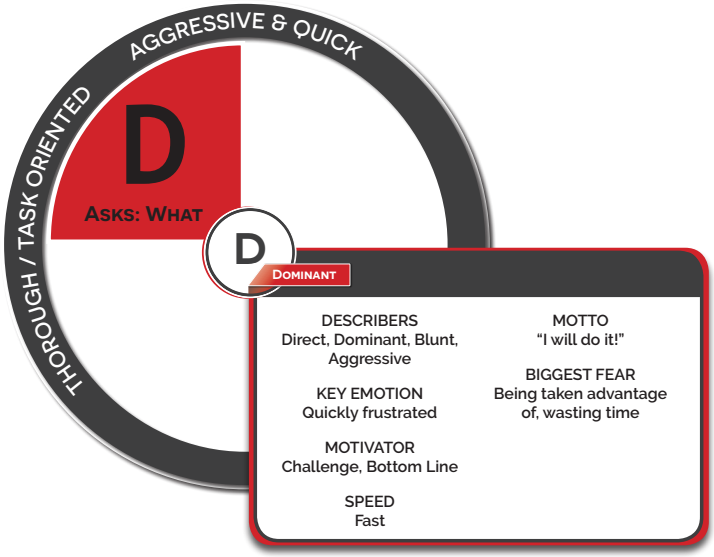

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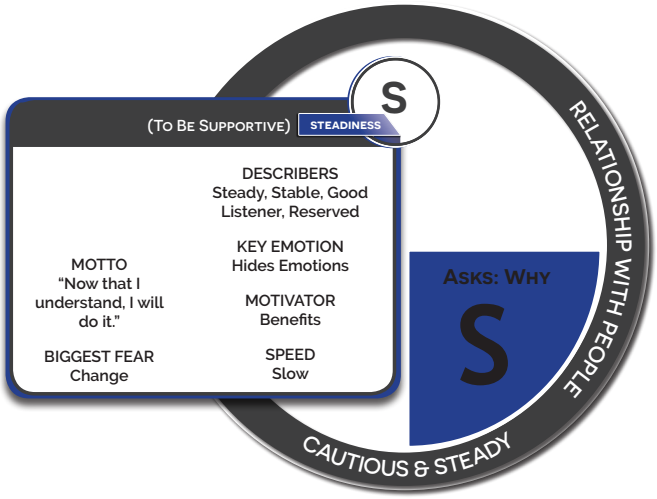

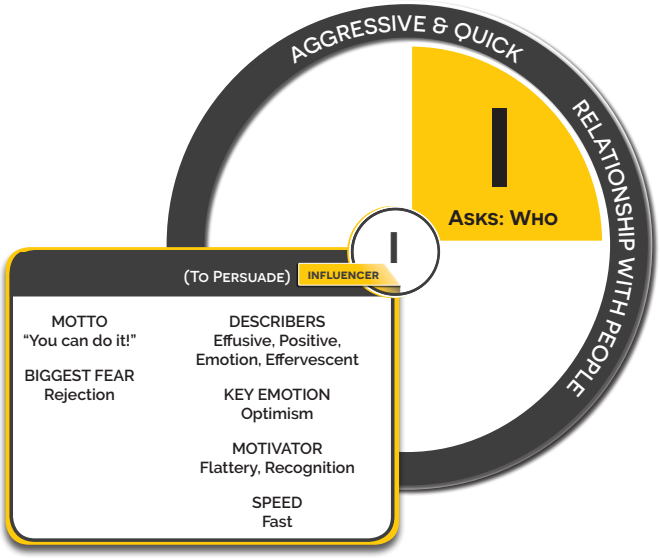

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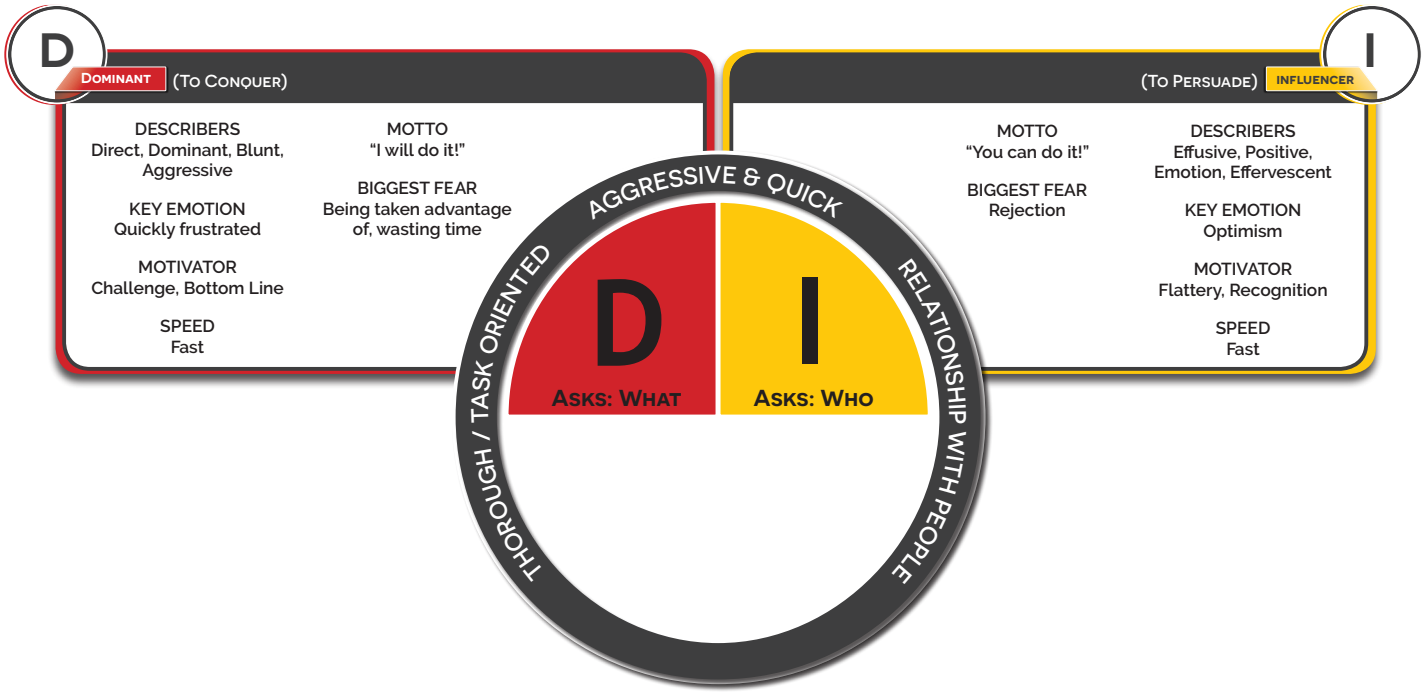

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D I S C PROFILES

D — DOMINANT

Dominant, leader, quickly frustrated, initiator, stubborn, competitive nature, decision maker, direct, practical, self-reliant

- Overcoming challenges and problem solving
- Head decision making and risk taking
- Exemption from day-to-day tasks
- Comfortable in changing environments

WORK PREFERENCES

- Growth mindset, emphasis on the future
- High priority projects and challenges
- Work that yields clear results
- Absence of limitations, authority, small details
- Evaluations focused on personal results opposed to methods

PROFILE

WANT: Monetarily driven, appetite for efficiency

SEEK: High output, driven by profit

FEAR: Wasting time, being taken advantage of

COMMUNICATION STYLE: bullet points, closed questions

I — INFLUENCER

Social, optimistic, flexible, put together, persuasive, friendly, trusting, well-liked, communicative, autonomous, direct, practical, self-reliant

- Compliments, positive reinforcement, and others opinions
- A warm and cordial environment
- Absence of excessive rules and guidelines
- Supportive roles to handle the details

WORK PREFERENCES

- Logical processes in place
- Limited confrontation in the work place
- Absence of limitations allowing for speed
- An open dialogue for ideas
- Collaborative approach in work and play environments

PROFILE

WANT: Enjoy themselves, gloat

SEEK: Acknowledgment, fun

FEAR: Rejection

COMMUNICATION STYLE: playful, don't sweat the small stuff

S — STEADINESS

Dependable, compliant, easygoing, resistant to change, tactful, practical, passive, good listener, controlling, reserved, calculated, direct

- Recognition
- No abrupt changes
- Tasks with a beginning and end
- Benefits, security

WORK PREFERENCES

- Logical processes
- Stability/uniformity in the day-to-day
- An order of operations
- Limited confrontation in the work place
- Collaborative environment

PROFILE

WANT: Safety and security

SEEK: Approval

FEAR: Change

COMMUNICATION STYLE: ask open-ended questions, consider their opinions and feelings

C — COMPLIANCE

Calculated, detail oriented, balanced, reliant, risk averse, orderly, traditional, logical, accurate, thoughtful, deliberate, direct, practical, self-reliant

- Measures of quality
- Minimal social activities
- Tasks with a high level of detail
- Systematic organization of information

WORK PREFERENCES

- Tasks with a beginning and end
- Technical work
- Logical processes in place and routines
- Limited confrontation in the work place
- Explanation and evaluation of their work

PROFILE

WANT: Logic, equality, systems in place

SEEK: Accuracy

FEAR: Criticism

COMMUNICATION STYLE: give explanations, process maps, instructions, reasoning

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MODULE 4

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HIRING
Online Job Post Script – Administrative Position

Job Description

Successful real estate team/agent is seeking a self-starter with an exceptional eye for detail to support daily operations by performing many administrative tasks. The role is responsible for performing full administrative and reception duties by providing customer service, answering calls, lead tracking systems, ordering supplies and performing clerical functions such as banking, copying, filing, faxing, mailing and scheduling meetings. This requires an individual with strong time-management skills who can prioritize projects to meet deadlines in a fast-paced and team-oriented environment.

Responsibilities:

- Oversee all aspects of the administration of the agent's business.
- Create & manage all systems for sellers, buyers, client database management, lead generation tracking, lead follow-up & all office administration.
- Maintain all agent financial systems, profit & loss statement, bill payment, budget(s), bank accounts, and business credit card(s).
- Coordinate the purchasing of any office equipment, marketing materials and any other business-related supplies and materials.
- Create & update a business operations manual and all job descriptions/employment contracts for any future hires.
- Manage the recruiting, hiring, training and ongoing leadership of all future administrative hires.
- Hold agent(s) accountable for conducting all agreed upon lead generation activities.
- Ensure that all agent activities are limited to listing property, showing property, negotiating contracts & lead generation.

Qualifications:

- Strong computer skills
- Strong organizational skills
- Strong interpersonal and communication skills
- Excellent organizational and attention to detail
- Assertive, professional, diplomatic, able to prioritize, and manage multiple tasks.
- High degree of adaptability & flexibility
- Strong desire to learn new skills & knowledge
- Excellent work ethic, dependability & dedication to team/company
- Personal desire/value to produce quality work
- Ability to maintain confidentiality

Requirements:

- High School diploma/ equivalent
- No experience required

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HIRING
Thank You for Your Interest Email

Use this template to respond to those interested in applying for your open positions.
Tab through the fields to change the yellow highlighted sections as appropriate to your listing.

Dear [APPLICANT],

Thank you for your interest in the [ADMINISTRATIVE/SALES] position with the [TEAM NAME].

To apply:

- Please reply to **[DESIGNATED EMAIL ADDRESS]** with the following:
    1. Your resume attached as a PDF
    2. In the body of your email, please write a paragraph as to why you think we should hire you as a/an [ADMINISTRATIVE/SALES] on our real estate team.

We look forward to reviewing your qualifications.

Thank you,

[AGENT NAME]
[POSITION]

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Script: Admin

"I'm excited to say that my business is expanding, and I need your help to find the perfect real estate administrative assistant to help me increase the services that I can provide to my clients! I'm looking for an organized person with computer skills that would love to communicate with clients in a positive fashion and grow into a leader. Please message me if you know anyone that might fit this description. Thank you!"

Script: Sales Agent

"I'm excited to say that my business is expanding, and I need your help to find the perfect real estate sales agent to help me increase the services that I can provide to my clients! I'm looking for a motivated person who wants to learn and grow in the real estate industry. This person would love to communicate with clients and is real people person. Please message me if you know anyone that might fit this description. Thank you!"

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HIRING
Calling Affiliates Script

Reaching out and talking to the most influential title representatives, mortgage lenders, home inspectors, home warranty vendors, and other industry affiliates is a very effective means of locating qualified individuals currently looking to make a change. The most successful affiliates know almost everyone in the industry and keep in continuous contact with them.

A great telephone script for leaders of real estate teams to use to contact these allied resources is as follows:

"Hi [Affiliate Name], this is [Your Name] with [Your Company Name]. I'm calling because I could use your help with my business. I've been getting increasingly busy and I'm now looking to take my business to the next level by expanding and adding a new member to my team. I know that you are continuously in contact with members of our industry, so I thought you might know of some great candidates.

I'm looking for someone to [provide brief job description].

Do you know anyone who fits this description that I should talk to? Is there anyone else that I should contact that might be a good source of identifying other candidates? Would you mind keeping a lookout in the future for me?"

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"Hi [SOI Member name], this is [Your Name] with [Your Company Name]. I'm calling because I could use your help with my business. I've been getting increasingly busy and I'm now looking to take my business to the next level by expanding and adding a new member to my team. I know that you are continuously in contact with members of our industry, so I thought you might know of some great candidates.

I'm looking for someone to [provide brief job description].

Do you know anyone who fits this description that I should talk to? Is there anyone else that I should contact that might be a good source of identifying other candidates? Would you mind keeping a lookout in the future for me?"

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MODULE 5

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HIRING

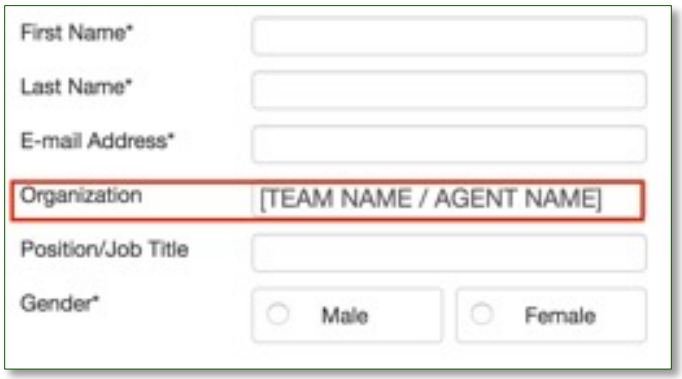
Please Take a Behavioral Assessment Email

Use this template to invite applicants to take the DISC.
Tab through the fields to change the yellow highlighted sections, and enter your name or company in place of **[TEAM NAME / AGENT NAME]**.

Dear [APPLICANT],

Congratulations on making to the next step of our recruiting process. We have had numerous applicants and we are pleased to inform you that you have been chosen to move forward to the next step in our hiring process.

Please take our online behavioral assessment by clicking THIS LINK. You will need to read and agree to the terms at the bottom of the page. Next you will enter the response code **[ ]**. Please enter **[TEAM NAME / AGENT NAME]** in the "organization" field as seen below.



***** If you do not enter our organization, your DISC will not be processed. *****

DO NOT call xxxxx under any circumstances.
We receive all the DISC results confidentially and **WE WILL CONTACT YOU with your results.**

Thank you,

[AGENT NAME]
[POSITION]

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MODULE 6

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Phone Screening Worksheet

Applicant Name:_____ Date:_____

Initial Open-Ended Questions

1. Tell me about your WORK EXPERIENCE:

2. Tell me about your EDUCATION/TRAINING:

3. Tell me about your INTERESTS:

4. Tell me about your GOALS:

5. Tell me about the HABITS you have:

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DISC Behavioral Assessment

IDEAL:	THIS CANDIDATE:

NOTES:

Additional Phone Interview Questions

Choose from the following questions below to help fill in the blanks after asking the initial open-ended questions. Typically, conducted by an administrative staff member prior to the lead agent of a team speaking with the candidate directly.

☐ 1. Why are you considering giving up your current job or position?

☐ 2. What exactly did you do at your last job? Tell me what your average workday was like and what you were responsible for handling.

☐ 3. What accomplishments are you most proud of professionally? Personally?

☐ 4. Have you ever thought about being a real estate agent?

☐ 5. If you had more spare time, what would you do with it?

☐ 6. How would you handle a customer who called and was angry?

☐ 7. How would you handle a customer that was upset about something the agent hadn't delivered? Could you turn that situation around and make the person a happy client?

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☐ 8. Do you tend to dig into the tough problems in the morning, afternoon, or late in the day?

☐ 9. Why do you do the tough stuff at that time?

☐ 10. How many tasks can you handle at once?

☐ 11. How do you organize your work?

☐ 12. What kinds of people annoy you?

☐ 13. Tell me about the worst supervisor you ever worked for.

☐ 14. Tell me how you handled working in that situation.

☐ 15. What decisions did you make at your last job and how did you go about making those decisions?

☐ 16. Have you had problems working with others?

☐ 17. What experience have you had in real estate? Have you ever purchased or sold a home or handled rentals?

☐ 18. What aspects of working in a real estate office interest you?

☐ 19. What do you hope to be doing two years from now? How much do you want to be earning?

☐ 20. Tell me about your biggest frustrations in your business/working career.

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☐ 21. What has been your most rewarding work-related experience?

☐ 22. What are your career goals? (Are they serious, well thought-out goals, coinciding with this position?)

☐ 23. If anything would take you away from working, what would it be? (Kids, smoke break, etc.)

☐ 24. Do you have reliable transportation?

☐ 25. Have you attended any seminars?

☐ 26. How fast can you type? May I test you?

☐ 27. What computer/technology skills do you have specifically?

☐ 28. Have you driven around [CITY]? Can you find specific neighborhoods?

☐ 29. Have you ever been a real estate agent?

☐ 30. Have you worked in escrow?

☐ 31. Have you taken any time management courses?

☐ 32. Do you use a daily planner of any type? A Calendar?

☐ 33. Have you had extensive experience with over-the phone client service? What was it?

☐ 34. What does a client for life mean to you?

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Follow-Up Phone Interview Questions

Typically conducted by the lead agent of the team on a second phone call prior to meeting the candidate in person.

1. Where do you hope to be in five years?

2. What do you think it takes to be a successful real estate agent? Have you personally ever worked with an agent?

3. Describe the time you were most motivated at any of your previous jobs.

4. When were you least motivated?

5. How do you schedule your time?

6. How do you set priorities and solve problems of conflicting priorities?

7. How long would you be interested in holding a position such as this?

8. What is your greatest strength? What is your greatest weakness?

9. Describe the worst day on your last job. How did you handle it?

10. Describe your dream job.

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DISC BEHAVIORAL ASSESSMENT

D — Dominant (To Conquer)

DESCRIBERS
Direct, Dominant, Blunt, Aggressive

KEY EMOTION
Quickly frustrated

MOTIVATOR
Challenge, Bottom Line

SPEED
Fast

MOTTO
"I will do it!"

BIGGEST FEAR
Being taken advantage of, wasting time

I — Influencer (To Persuade)

MOTTO
"You can do it!"

BIGGEST FEAR
Rejection

DESCRIBERS
Effusive, Positive, Emotion, Effervescent

KEY EMOTION
Optimism

MOTIVATOR
Flattery, Recognition

SPEED
Fast

C — Compliance (To Avoid Conflict)

DESCRIBERS
Compliant, Accurate, Detail-Oriented, Control

KEY EMOTION
Fear, Risk, Aversion

MOTIVATOR
Accuracy

SPEED
Slow

MOTTO
"I will do it right, no matter how long it takes."

BIGGEST FEAR
Criticism

S — Steadiness (To Be Supportive)

DESCRIBERS
Steady, Stable, Good Listener, Reserved

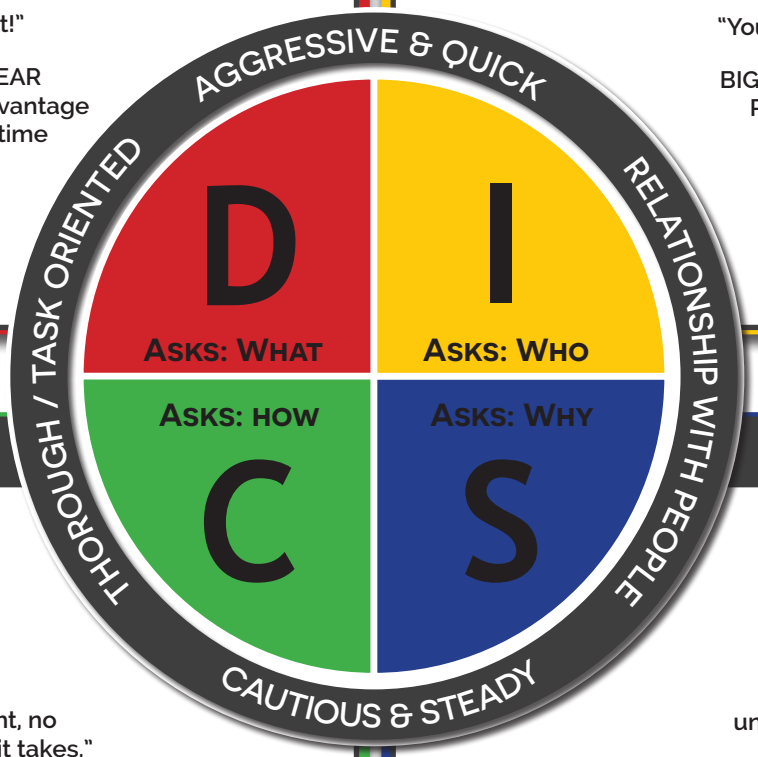
KEY EMOTION
Hides Emotion

MOTIVATOR
Benefits

SPEED
Slow

MOTTO
"Now that I understand, I will do it."

BIGGEST FEAR
Change



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Dependable, compliant, easygoing, resistant to change, tactful, practical, passive, good listener, controlling, reserved, calculated, direct

- Recognition
- No abrupt changes
- Tasks with a beginning and end
- Benefits, security

WORK PREFERENCES

- Logical processes
- Stability/uniformity in the day-to-day
- An order of operations
- Limited confrontation in the work place
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SEEK: Approval

FEAR: Change

COMMUNICATION STYLE: ask open-ended questions, consider their opinions and feelings

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Calculated, detail oriented, balanced, reliant, risk averse, orderly, traditional, logical, accurate, thoughtful, deliberate, direct, practical, self-reliant

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- Minimal social activities
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- Systematic organization of information

WORK PREFERENCES

- Tasks with a beginning and end
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- Logical processes in place and routines
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- Explanation and evaluation of their work

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WANT: Logic, equality, systems in place

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FEAR: Criticism

COMMUNICATION STYLE: give explanations, process maps, instructions, reasoning

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MODULE 7

ICENHOWER
COACHING & CONSULTING

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In-Person Interview Form

***Note: Interviewer should have the following documents printed and on hand during each in person interview:

- ☐ 1. Resume
- ☐ 2. Phone Screening Worksheet Notes
- ☐ 3. DISC Assessment Report
- ☐ 4. Understanding DISC Behavioral Profiles Form
- ☐ 5. Job Description
- ☐ 6. Blank In-Person Interview Form Printed for Each Interview

Applicant name:_____ Date:_____

Interview Questions

1. TELL ME YOUR STORY - Start with when you finished your formal education and tell me about each job you've had up till now. (*Have their resume out to walk them through their past work experiences step-by-step)*
    a) What did you like the most about the job?
    b) What did you dislike most about the job?
    c) Why did you ultimately leave the job?

NOTES:

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2. Have you DONE ANY RESEARCH about us? What do you know or think about our company?

3. What would your former supervisors say were your biggest STRENGTHS?

4. What would your former supervisors say were your biggest WEAKNESSES?

5. Explain 2 situations in the past when you were TRAINED WELL?

6. Explain 2 situations in the past when you were TRAINED POORLY?

7. What did your favorite former supervisor do to MANAGE YOU THE BEST?

8. How have your former supervisors MANAGED YOU POORLY?

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9. Explain the IDEAL RELATIONSHIP you would like to have with your SUPERVISOR?

10. Describe your FAVORITE CO-WORKERS and what they did to work best with you?

11. What type of traits does a GOOD PERFORMER exhibit on the job? And a BAD PERFORMER?

12. Describe your IDEAL WORK ENVIRONMENT. And a BAD WORK ENVIRONMENT?

13. Name 2 PEOPLE THAT YOU ADMIRE the most, one personal & one famous. And why?

14. Do you SET GOALS?

15. What MEASURES DO YOU PUT IN PLACE to help ensure you reach those goals?

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16. What are your LONG-TERM CAREER GOALS? In 5 years, 20 years, retirement?

17. What do you do to MOTIVATE YOURSELF to do things you dislike, but need to get done?

18. What was your BIGGEST CAREER ACCOMPLISHMENT? What did you learn from it?

19. What was your BIGGEST PERSONAL ACCOMPLISHMENT? What did you learn from it?

20. What was the BIGGEST MISTAKE you've made in your CAREER? What did you learn from it?

21. What AMOUNT OF PAY do you need to be able to take this position? HOW MUCH DID YOU MAKE at your last job?

22. What OTHER JOBS or POSITIONS are you currently interviewing for?

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23. If we were to offer you the position, HOW LONG BEFORE YOU COULD START?

24. Describe WHY YOU BELIEVE YOU'RE A GREAT CANDIDATE for this position?

25. What are YOUR BIGGEST CONCERNS about this position?

26. Do YOU HAVE ANY QUESTIONS for me?

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LIST OF IN-PERSON INTERVIEW MATERIALS

Note: Interviewer should have the following documents printed and on hand during each in person interview:

1. Resume
2. Phone Screening Worksheet Notes
3. DISC Assessment Report
4. Understanding DISC Behavioral Profiles Form
5. Job Description
6. Blank In-Person Interview Form Printed for Each Interview

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MODULE 8

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Reference Check Worksheet

Applicant Name: _____ Date: _____

Reference Name/Company: _____ Phone Number: _____

Introductory Script

"Hello! My name is ***[Agent Name]*** with ***[Your Company]***. We are speaking with ***[Applicant Name]*** about a possible position as a(n) ***[Job Title]***. He/she has given us your name as a reference. May I quickly ask you some brief questions as a part of our standard reference check procedure?"

Reference Check Questions

Make one copy per reference for each of the candidate's references.

1. How is it that you know ***[Applicant Name]***? Can you please describe your relationship?

2. What do you feel ***[Applicant Name]***'s strengths & best attributes are? What does he/she really excel at doing?

3. What about his/her weaknesses, or opportunities for improvement?

4. As his/her mentor & manager, I would like to be effective in fostering his/her professional development. What are some of the areas that I could help ***[Applicant Name]*** in terms of personal and professional growth? What weaknesses should I work with him/her on?

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5. Describe his/her leadership skills. Do you feel he/she would be effective in a management or leadership role? Why or why not?

6. Would you work with (or even hire) ***[Applicant Name]*** again? Why or why not?

7. In your opinion, what type of work is ***[Applicant Name]*** best suited for? Why?

8. I need a person who has a GREAT ATTITUDE. To me this means someone that purposefully tries to STAY POSITIVE, enjoys LEARNING NEW SKILLS, and TAKES RESPONSIBILITY. On a scale of 1 to 10, with 10 being the best attitude someone could have, how would you rate him/her? _____

   If not a 10: What is missing to keep it from being a 10?

9. What else would you like to tell me about ***[Applicant Name]*** that we have not discussed yet?

10. Who else can you think of who has had experience working with ***[Applicant Name]*** that can give us additional perspective? Do you happen to have their phone numbers?

Closing Script

"Thank you so much for your help and time! We'll be sure to return the favor!"

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MODULE 9

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HIRING

Offer Letter for Administrative Staff

NOTE: Before using this sample offer letter, be sure to have your attorney review it for issues that are state specific.

Use this template as an offer letter to fill your open administrative staff positions.
Tab through the fields to change the yellow highlighted sections as appropriate to your listing.

[DATE]

[APPLICANT NAME]
[APPLICANT ADDRESS]

Dear [APPLICANT NAME],

The [TEAM NAME] is pleased to extend you an offer of employment as [ADMIN ASSISTANT/TRANSACTION COORDINATOR/LISTING MANAGER]. The term of your employment will start on or before [START DATE].

[CHOOSE BETWEEN HOURLY/SALARY COMPENSATION PARAGRAPHS BELOW]

[IF SALARY]

As compensation for employment, you will receive an annual salary of $[30,000] to be paid twice monthly, subject to all necessary withholding and deductions for income taxes, social security and similar items.

[IF HOURLY]

As compensation for employment, you will be paid $[12.00] per hour, payable twice monthly. You will be expected to work [40] hours per week.

Like most employers, our team does not offer employees formal contracts of employment. Rather all employment is "at will," meaning that either you or the Company may end your employment at any time for any reason.

If you are in agreement with the above-mentioned terms, we would greatly appreciate receiving your response to our offer within the next 5 business days. Of course, please feel free to contact me should you have any questions at all.

Thank you for your interest in employment with our company. I look forward to hearing from you soon.

Welcome to [TEAM NAME]!

Sincerely,

[AGENT NAME **& SIGN ABOVE**]

[POSITION]

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NOTE: Before using this sample offer letter, be sure to have your attorney review it for issues that are state specific.

Use this template as an offer letter to fill your open sales agent positions.
Tab through the fields to change the yellow highlighted sections as appropriate to your listing.

[DATE]

[APPLICANT NAME]
[APPLICANT ADDRESS]

Dear [APPLICANT NAME],

The [TEAM NAME] is pleased to notify you of your acceptance as a sales agent with our team. We are very excited about the opportunity to work with you.

As an independent contractor, you will be compensated through commissions according to the Independent Contractor Agreement. Like most employers, our team does not offer employees formal contracts of employment. Rather all employment is "at will," meaning that either you or the Company may end your employment at any time for any reason.

We would greatly appreciate receiving your response to our offer within the next 5 business days. Of course, please feel free to contact me should you have any questions at all.

Thank you for your interest in employment with our company. I look forward to hearing from you soon.

Welcome to [TEAM NAME]!

Sincerely,

[AGENT NAME **& SIGN ABOVE**]

[POSITION]

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NOTE: Before using this sample offer letter, be sure to have your attorney review it for issues that are state specific.

Use this template as an offer letter to fill your open ISA to Sales Agent positions.
Tab through the fields to change the yellow highlighted sections as appropriate to your listing.

[DATE]

[APPLICANT NAME]
[APPLICANT ADDRESS]

Dear [APPLICANT NAME],

The [TEAM NAME] is pleased to notify you of your acceptance to our sales agent program. The program consists of an Inside Sales Agent (ISA) position in the mornings for the first 60 days, after which you will have the ability to qualify to transition fully into a sales position (Showing Assistant & Buyers Specialist).

The ISA position is Monday through Friday, [8:00 a.m.] to [12:00 p.m.]. Your compensation will be $[12.00] per hour payable twice Monthly for the first [60] days, after which this time will be unpaid and act only under the Independent Contractor Agreement.

Time worked outside of these hours will be as a Showing Assistant / Buyers Specialist in training. These hours are compensated through commissions according to the Independent Contractor Agreement and not compensated on an hourly basis.

Like most employers, our team does not offer employees formal contracts of employment. Rather all employment is “at will,” meaning that either you or the Company may end your employment at any time for any reason.

If you are in agreement with the above-mentioned terms, we would greatly appreciate receiving your response to our offer within the next 5 business days. Of course, please feel free to contact me should you have any questions at all.

Thank you for your interest in employment with our company. I look forward to hearing from you soon.

Welcome to [TEAM NAME]!

Sincerely,

[AGENT NAME **& SIGN ABOVE**]

[POSITION]

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HIRING
New Employee Information Card

Legal Name: _____ Start Date: _____

Address: _____
Street *City* *Zip Code*

Home Phone: _____ Cell: _____

Fax: _____ Email Address: _____

Birth Date: _____ Social Security Number: _____

In case of emergency, please contact:

Name: _____ Relationship: _____

Home Phone: _____ Work: _____ Other: _____

Direct Deposit Information:

Bank: _____ Account Type: ☐ Checking ☐ Savings

Account #: _____ Routing #: _____

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