

CRANKIN RANKINS

RECRUITER RESPONSIBILITIES

CONGRATULATIONS ON YOUR NEW TEAM MEMBER! I AM SO PROUD OF YOU FOR DOING WHAT MARY KAY ASH ASKED US TO DO, "PASS IT ON!" YOU ARE SHOWING THAT YOU ARE NOT ONLY COMMITTED TO GROWING YOUR BUSINESS, BUT YOU ARE SHARING THE MARY KAY OPPORTUNITY WITH OTHERS AND ENRICHING THEIR LIVES AS WELL.

THE FOLLOWING IS A LIST OF SUGGESTED ACTIVITIES THAT MAY ASSIST YOU IN HELPING YOUR NEWEST TEAM MEMBER MAKE A SUCCESSFUL START WITH HER MARY KAY BUSINESS. PLEASE ALSO REFER TO THE **"HOW TO HELP MOVE YOUR NEW TEAM MEMBER FAST"** FLOW CHART.

NEW TEAM MEMBER NAME: _____ **START DATE:** _____

<u>Action Needed</u>	<u>Who will do</u>	<u>Done</u>
Sign them and hand the Welcome Packet if you have on hand. Also have them start their contact list. Star their easy people and heart the ones they'd love to have on their team. Confirm attendance at orientation.	Recruiter	
Send Welcome Note card/postcard	Both	
Follow up on immediately on the day following oreintation to see how they are feeling and eleviate overwhelmed feeling and focus them on their Booking Calculator Challenge	Recruiter	
Practice Power Start (explain) Booking Script	Recruiter	
After orientation and throughout make sure they are doing their training calls 1-712-432-0469 access code 845180# 1 2 and 3	Recruiter	
Once Booked, explain hostess packets and programs prepare for 1st class	Recruiter	
Focus on the Start Something Beautiful magazine and their welcome packet	Recruiter	
Confirm Business Cards and Website Ordered Talk to them about this in First week in MK!	Recruiter	
New kits have MK autobiography confirm they are reading it	Recruiter	
Guide them to watch the Start Something Beautiful videos online	Recruiter	
Guide them thru/make sure doing the Silver Wings Scholars Training	Recruiter	
Confirm success night attendance, explain professional dress code	Recruiter	
Bring Pin for first meeting + ask them who they can bring		
Explain the Studio and events and preparing for them	Recruiter	
Encourage Strongly Muffins attendance in first week- do own face or bring guests		
Propay is set up business cards etc..	Recruiter	
Initial Order	Director	
List of Items to purchase such as cotton, headbands etc..	Recruiter	
Inventory organizing assistance and demo needed etc..	Recruiter	
Review individual close with them prior to first class		
Class- Purse game prepare them	Recruiter	
Make sure they have closing sheets and know ABC	Recruiter	
I story and Class Open	Recruiter	
Coaching/Profiling calls for 1st Class	Recruiter	
Explain how to set up Folders/expenses and accomplishment sheets how to do etc..	Recruiter Recruiter	
Explain Monthly promos and prizing stuff– how it works	Recruiter	
Events upcoming and importance of them	Recruiter	
PCP program MY customers Intouch - Coach them there	Recruiter	

YOU SHOULD BE IN CONTACT WITH YOUR NEW TEAM MEMBER EVERY DAY/EVERY OTHER DAY