

### **REQUIRED TRAITS:**

---

- i. Culture Fit
- ii. Proven experience selling new business / new accounts
- iii. Money motivated, and highly motivated
- iv. Experience prospecting their own leads
- v. Coachable
- vi. Goal Oriented
- vii. Minimum 3 years outside sales experience
- viii. High Energy and Positive Outlook
- ix. Self-starter requiring minimal supervision
- x. Closed us in the interview
- xi. Can demonstrate past success with awards and accolades
- xii. Trait...
- xiii. Trait...
- xiv. Trait...

### **PREFERRED TRAITS:**

---

- i. Industry Experience...
- ii. Preferred education...
- iii. Lives & works in region...
- iv. Experience A
- v. Experience B
- vi. Experience C

## NEW HIRE STEPS

---

### PRE-OFFER

- Conditional Offer Delivered
  - ◊ Check references, background check complete
- Questions to Prep them for departing current employer:
  - ◊ So, what is your next step with company XYZ?
  - ◊ And what do you think they'll say?
    - ◆ What if they offer;
      - More Money?
      - Promotion?
      - Create new position for you?
  - ◊ And, how are you going to respond?
  - ◊ So, when can I expect to hear back from you?

### NEW HIRE CHECKLIST (2 WEEKS PRIOR TO START DATE):

- Order Team Swag, company computer/tablet, monitor
- Gift Basket sent to home (flowers, steaks, etc)
- Outlook Invitation to leadership team for welcome calls/emails
- Prepare Desk and office space
- Get card, signed by all team members to be ready for day 1
- All Access set-up for tech pack
- Order Business Cards, marketing materials, presentation materials
- Prepare New Hire Binder, and training materials
  - ◊ New hire expectations (Of me, Of you), Training Calendar, Compensation Plan, Care package details, etc

### DAY 1 ACTIVITIES:

- Consider start day other than Monday, Thursday recommended
- Introduction to all managers
- Review Expectations, training calendar
- Tour Office (if applicable)
- Team Lunch