

The Recruiter's Checklist

New Recruit's Name _____

Phone # _____ Cell # _____ Email _____

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 home?

- ___ 1. Do you know why she came in? Know her goal and dreams in Mary Kay? Share your belief in her!
- ___ 2. Is she set-up for success? Help her get to the Website & being her New Consultant 7 Steps.
- ___ 3. Make sure she is scheduled for her Business Plan with her You or Me!
- ___ 4. Encourage her to complete her Destiny Tower! Know her goal & put it in MOTION!
- ___ 5. Inform her of current upcoming events & Trainings– help her put them in her Datebook. Encourage her!
- ___ 6. Tell her about the Diamond Enhancer. *“You probably already know who your 1st recruit is, someone sharp like you, who you would enjoy going through your training with. Your POWER Partner!”*
- ___ 7. Send her a personalized note of encouragement.
- ___ 8. Pin her & introduce her to unit members (publicly & one on one).
- ___ 9. Stress the importance of Meeting attendance & initial trainings. Lead by Example! Those who show up - GO UP!
- ___ 10. Explain the monthly meeting format, IPA Sheets, appropriate dress, cost of meeting room, being on-time, speaker etiquette, what to bring (datebook & notebook)
- ___ 11. Help her set-up an observation class - with you this week!
- ___ 12. Call her after her first meeting, orientation, training classes, skin care class & ask *“what did you enjoy most - what did you learn?”*
- ___ 13. Encourage her to bring guests each week to the Power Hour & have her set-up 3 practice Interviews.
- ___ 14. Ask her if she wants help setting up her “Starter Kit”. Set an appointment & reassure her she can!
- ___ 15. Answer her questions.

notes: _____

a Few Words of Wisdom.....



Always encourage your new recruit to plan to attend major events (Career Conference, Seminar, Special Trainings, etc.). Be a roll model for her!!! The sooner you plant the seed & give her the dates for these “Big Picture” experiences, the more likely she will be to arrange to go. Give her a flyer with details on any upcoming special events in your area. *Note:* Be sure you register yourself! She will lack confidence in the event if you lack commitment to attendance.

Your new recruit has been entrusted to you for now. Make sure the example of your attitude, words & actions does not put her success at risk. Never be negative around her or talk about any other consultant - Be loyal to the company, the product, your Director & your adopted director. Remember to consistently keep the Mary Kay image - she will do as you do, not as you say!!

By following through on this checklist, you can always know in your heart that regardless of what your team member chooses to do with the Mary Kay opportunity in the future, you have done your part to support her in getting off to a strong start. Remember, *some are with us for a reason, some for a season & some for a lifetime.* Our mission is to **enrich her life**, regardless. Hers is to pass that gift on to another.

Congratulations Team Builder!

**You are growing into a
successful business leader!**

XoXo,

Charlyn