



## 01 Create a Sales Rep Job Description

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- Spell Out Job Duties**
  - Daily Responsibilities
  - Main Goals of the Position
  - Specific Duties of the Position
- Identify Sales Targets**
  - Who Are Contacts?
  - What is the Client Base?
  - Ratio Requirements
  - Revenue Requirements
- List Education Requirements**
  - Bachelor's Degree Required?
  - Certifications?
  - Licenses?
- List Experience Requirements**
  - What is the Rep Selling?
  - Years of Experience Required

## 02 Determine Compensation

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- Commission Only?
- Salary Only?
- Salary + Commission?
- Salary + Bonus?
- Salary + Commission + Bonus?
- Hourly Only?
- Hourly + Commission?
- Hourly + Bonus?
- Hourly + Commission + Bonus?

## 03 Post Ad to a Job Board

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- Job Ad Written
- Pre-screen Questions Added
- Ad Posted to Job Board



## 04 Screen Applicants

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- Resume & Cover Letter Reviewed
- Job History Verified
- Screening Phone Calls Scheduled
- Experience in Industry?
- Skills?

## 05 Interview

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- Interview Scheduled with Top Candidates
- Interview Questions Created
- Candidates Evaluated

## 06 Create a Job Offer Letter

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- Top Candidate Chosen
- Offer Letter Written
- Offer Letter Delivered

## 07 Hire & Onboard

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- New Hire Checklist Created
- Offer Letter Extended
- Paperwork Collected
- New Employee Orientation & Onboarding Completed