



01 Create a Sales Rep Job Description

- 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

- 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

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



04 Screen Applicants

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

05 Interview

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

06 Create a Job Offer Letter

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

07 Hire & Onboard

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