

Mentorship 90 Day Program Guideline

6.21.2022

***This is meant to be used after the first 4 weeks on onboarding.

Please refer to [📖 Recruiter Onboarding Program 1/10/2023](#) for week 1-4 of the Onboarding Program. The objective behind this guideline is to set a standard in which we should all strive for. Reflect back on this document often to push for excellence.

The assessment must be completed to graduate from the program.

New Recruiter Role Suggestions:

After their first week of onboarding, here are some roles to help get started:

- TikTok w. [@Ross Fensterwald](#)
- Multiple Accounts w. [@Seven Huang](#) (Reach out to Seven)

After a few weeks please consider:

- Google w. [@Steve Kou](#)
- Adobe w. [@Angel Wang](#)
- Equinix & Pinterest w. [@Carol Li](#) & [@Jing Guan](#)

Reach out to your leader for more accounts to consider

New Recruiter Guidelines - Expectations

To be completed by the mentor during each check point.

1. Are you actively communicating with the New Recruiter? (daily touch base)
2. During shadowing session (Mentor shadowing the New Recruiter) is the New Recruiter able to demonstrate their understanding of the recruitment process?
 - a. Are they taking your feedback and improving? Are they making the same mistakes?
3. Is the New Recruiter confident on the phone / video meetings?
4. Is the New Recruiter utilizing APN for all their daily activities?
5. Is the New Recruiter able to source on multiple platforms? Are the Boolean skills improving?

6. Is the New Recruiter self-reliant, or able to independently reach out to the right individuals to ask for help? IE: reaching out to the AM for feedback, information on JD.
7. Are they hitting their milestones below, if not, do you know the reasons why? Do you have an action plan? Have that discussion with your New Recruiter.

By Day 60 Review:

- ☐ Working with 2 clients each week
- ☐ Working on 2 job requirements each day
- ☐ Reaching out to 60+ people a day (Connection messages, emails, cold-call, etc)
- ☐ Making 5-7 2-way communications a day (Connection messages, emails, cold-call, etc)
- ☐ APN Notes are prioritize and top of mind: Talent Meeting Notes, Submission Notes, Complete APN profiles.
- ☐ Meeting 6+ candidates a week
- ☐ Submitting 6+ candidates a week
- ☐ 1+ client interviews a week
- ☐ Assess their sourcing capability, can they dissect a job requirement and form a Boolean on their own?
- ☐ After shadowing the New Recruiter, are you comfortable with them meeting with candidates, cold calling, etc.
- ☐ Highlight improvement action plans.

By Day 90 Review:

- ☐ Working with 2-3 clients each week
- ☐ Working on 2 job requirements each day
- ☐ APN Notes are prioritize and top of mind: Talent Meeting Notes, Submission Notes, Complete APN profiles.
- ☐ Reaching out to 90+ people a day (Connection messages, emails, cold-call, etc)
- ☐ Making 7-10 2-way communications a day (Connection messages, emails, cold-call, etc)
- ☐ Meeting 8+ candidates a week
- ☐ Submitting 8+ candidates a week
- ☐ 2+ client interviews a week
- ☐ Assess their sourcing capability, can they dissect a job requirement and form a Boolean on their own? Has it gotten better?

- ☐ After shadowing the New Recruiter, are you comfortable with them meeting with candidates, cold calling, etc. Has it gotten better?
- ☐ Highlight improvement action plans.

By Day 120 Review:

- ☐ Working with 3+ clients each week | 2+ job requirements each day |
- ☐ Working on 2+ job requirements each day
- ☐ Working on 4+ different job requirements each week
- ☐ APN Notes are prioritize and top of mind: Talent Meeting Notes, Submission Notes, Complete APN profiles.
- ☐ Reaching out to 120+ people a day (Connection messages, emails, cold-call, etc)
- ☐ Making 10+ 2-way communications a day (Connection messages, emails, cold-call, etc)
- ☐ Meeting 10+ candidates a week
- ☐ Submitting 10+ candidates a week
- ☐ 3+ client interviews a week
- ☐ Passing the **New Recruiter Program Graduation Assessment** Below
- ☐ Assess their sourcing capability, can they dissect a job requirement and form a Boolean on their own? Has it gotten better?
- ☐ After shadowing the New Recruiter, are you comfortable with them meeting with candidates, cold calling, etc. Has it gotten better?
- ☐ Highlight improvement action plans.

Optional: Mentor Survey (New Recruiter to fill and send to Ella & Edwin)

To be completed by the New Recruiter as required.

1. Is your mentor setting up weekly KPI reviews with you?
2. How often did your mentor shadow you & how often did you shadow your mentor?
3. Is your mentor easily accessible when required? (If no, please explain)
4. Is your mentor able to answer all your questions? Did you have to reach out to another source?
5. Is there anything that your mentor did to go beyond and provide more value/help/assistance?
6. What could your mentor improve on? (make sure you communicate this with your mentor first, partner up! However if there's no improvement after your communication please explain here).

Mentor Guidelines - Expectations

Do NOT treat the New Recruiter as a Sourcer! Give them the opportunity to go through the entire recruitment process. Listen to their cold call, watch them do the initial candidate meeting, go through their submission notes, help with interview prep, and so forth. **At no point should the New Recruiter be earning 35% of GM (Sourcer contribution) on any placement**, there should be enough responsibility for the New Recruiter to earn at least a 50/50 GM split. Ideally we should encourage and support the New Recruiter so that they get the full 100% of the Recruiter GM.

Below is a guideline that you should follow, adjust depending on the learning curve of the New Recruiter.

During the First 30 Days Review:

- ☐ Weekly KPI meetings (15-30 minutes)
- ☐ Daily touch point, role(s) assignment, goals and expectations by end of the day (see New Recruiter Guideline)
- ☐ As often as possible New Recruiter Shadowing Mentor on (Sourcing, Cold Calling, Candidate Meeting, Submission Note Writing, Interview Prep, Debrief, Offer Management, Pre-Close, etc. This should take only 5-10 minute extra to answer questions.)
- ☐ **Mentor Shadowing New Recruiter** - during their first week spend 3+ hours shadowing them on anything of their choice. Figure out what their weakness and strengths are. For the following weeks you can decrease the frequency unless you feel more shadowing is needed.

Between Day 30-90 Review:

- ☐ Weekly KPI meetings (15-30 minutes)
- ☐ Weekly touch point, role(s) assignment, goals and expectations by end of each day (see New Recruiter Guideline)
- ☐ As often as possible New Recruiter Shadowing Mentor on (Sourcing, Cold Calling, Candidate Meeting, Submission Note Writing, Interview Prep, Debrief, Offer Management, Pre-Close, etc. This should take only 5-10 minute extra to answer questions.)
- ☐ **Mentor Shadowing New Recruiter** - Take this opportunity to do a spot check. Sit in randomly on a Candidate Meeting (or review a recording), check their submission notes,

check their Boolean search. Are there any room for improvement?

New Recruiter Program Graduation Criteria (by Day 120)

- ☐ New Recruiters are hitting their 90 day targets on their best week.
- ☐ Coffee date with [@Ella Zheng](#) to discuss the New Recruiter's motivations
- ☐ \$12,000 in GM and 2 Placements (shared placements are counted as .5)
- ☐ 1 placement on Adobe / Google / Equinix / Pinterest OR 1 FTE placement
 - The reason why these accounts are chosen is because they provide additional on the job training, MSP are fast pace, and high volume.
- ☐ Sourcing / Boolean & Candidate Meeting Assessment [📄 Recruiter Onboarding Program 1/10/2023](#)

Post 90 Days

Should a New Recruiter not be able to pass their New Recruiter Program in 90 Days,

*Milestones

6M 9M Cash-In GM Targets to generating commission / bonus

- 6 Month = \$40,000 Cash-In GM USD
- 9 Month = \$60,000 Cash-In GM USD