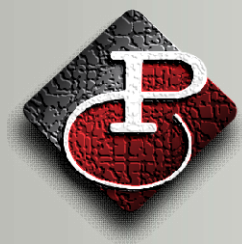




New  
Agent  
Set Up  
Hiring  
Steps

Premium  
Group  
Realty

# Operations Manager will complete “New Agent Check List”

☐

Agent Email and Registration DOS

☐

Picture

☐

S7ven Profile

☐

Zillow Profile

☐

Download All Apps

WhatsApp  
Premier Agent  
Follow Up Boss  
Gmail  
Calendar  
Hangouts  
Mortgage Calculator  
Sentry Smart

☐

S7ven Training (Video)

☐

Business Card Order

☐

Printer Set up and Training

☐

Keys and Access for Locations

☐

Office Tour and Facilities

☐

Contract and W9s signed

☐

Add Birthday and Anniversary to Calendar

Sales Manager introduces them to the following videos  
Buyers Process, Sellers Process and Mortgages

# Sales Manager will meet and set Goals for the next 3 months (Use Premium Goals Setting Sheet) see below

## Necessary Transactions

Based on past experience, you can estimate the number and description of transactions that should be completed to generate an earnings goal. For listing agents, it is necessary to know what percentage of their listings typically expire. For selling agents, it is necessary to know what percentage of written offers fail. You can construct goals such as the following.

Sell \_\_\_\_\_ homes at \$ \_\_\_\_\_ to generate \$ \_\_\_\_\_

List \_\_\_\_\_ homes and have \_\_\_\_\_ % sell at \$ \_\_\_\_\_ to generate \$ \_\_\_\_\_

## Necessary Activities

Finally, you can estimate the amount of activity necessary to complete targeted transactions. You should not overlook support activities and should take necessary expenses into account (and whether these expenses are deductible). Goals for necessary activities might look like the following.

To sell \_\_\_\_\_ homes, I must have \_\_\_\_\_ showings

To have \_\_\_\_\_ showings, I must generate \_\_\_\_\_ buyer leads by \_\_\_\_\_ (date)

To generate \_\_\_\_\_ buyer leads, I must make \_\_\_\_\_ telephone calls and \_\_\_\_\_

\_\_\_\_\_

(describe other activities, including marketing with related cost)

To list \_\_\_\_\_ homes, I must give \_\_\_\_\_ listing presentations

To give \_\_\_\_\_ listing presentations, I must generate \_\_\_\_\_ seller leads by \_\_\_\_\_ (date)

To generate \_\_\_\_\_ seller leads, I must make \_\_\_\_\_ telephone calls and \_\_\_\_\_

\_\_\_\_\_

(describe other activities, including marketing with related cost)

