



QUICK START

Working with Schools and Finding Families

Purpose of Quick Start

- Quickly identify individuals who have the potential to succeed as reps
- Step-by-step program to interview, evaluate, and hire
- Initial training and identifying schools

How to Pre Screen Potential Area Representatives

Three Methods to Choose From

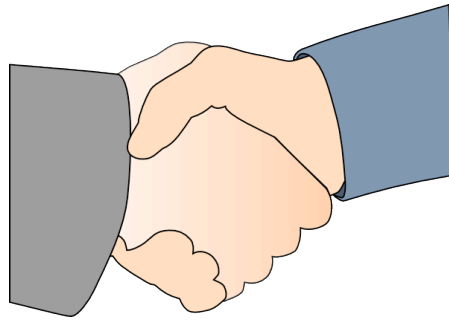
- Phone Interview
- Personal Interview
- Information Session

Phone Interview



- Refer to the Phone Interview Questionnaire. Begin the conversation with an overview of the program and what it means to you personally working with the program.

Personal Interview



- Refer to the Area Representative Interview Evaluation sheet. This method should only be used if you are targeting a very concentrated area and have the time to schedule several days of personal interviews.

Information Session



- Please refer to the Information Session Outline. This is a formal group orientation/information session. This method is very effective for cutting down the time it takes to pre-screen large groups of prospects in concentrated areas.

When speaking on the phone with a new area rep...

You should highlight **ONLY** the following areas...

- We are a non-profit, high school exchange organization that has been in operation for more than 3 decades
- We are designated by the Department of State
- We are looking for independent contractors who like kids, would like to become involved with their education and find interested host families
- You set your own hours
- You work out of your home

The goal of the conversation is to be brief and receive an email address to send the welcome letter and ISE corporate brochure

“Getting Started”



- Refer to the “Getting Started” sheet as you train a new rep
- Training should begin immediately with a representative. **DO NOT DELAY.**
- The focus should be on making that **FIRST** placement
- Supervision, orientations, and other areas

Schools and Potential Host Families



- Energize your new rep by focusing on schools and possible host families
- Walk your new rep through the process on contacting schools and how to speak to families about exchange

WebEx for Area Reps



- Show your area rep how to register for WebEx sessions in the database once they have completed their online area rep paperwork
- Follow up with your reps once they have taken classes to answer any questions they may have