**STEPS TO TAKE TO GUIDE YOUR NEW RECRUIT**

*Print up a checklist for EACH new recruit and place in your Focus Folder until you’ve completed it with her! (30 days)*

New Recruit’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Her Perfect Start Begins With Her Personal Use***

**Do You Have Your New Recruit On The Product!** Has she trashed her other brand products and replaced them with Head-To-Toe Mary Kay by purchasing her Personal Use Product? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Have you educated her** as to which products to use, how, when and where to set them up in her shower, sink, and bathroom area? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.\_\_\_ Send her a note of congratulations in the mail within 2 days of submitting agreement. Be her cheerleader and LEAD by EXAMPLE!!!

2.\_\_\_ Know why she came in? Know her goal and dreams in Mary Kay? Share your belief in her!

3.\_\_\_ Has she listened to the **Inventory Hotline** and made a product decision? Placed initial order.

4.\_\_\_ Have her start making her ‘contact list’ – a list of potential customers, hostesses and guests

5.\_\_\_ Give her a current Look Book to learn prices and colors and start pre-selling products.

6.\_\_\_ Have her attend her Business Orientation. Mark her date book to attend additional **Weekly Success Meetings** and stress the importance. Explain meeting format, appropriate dress and dues.

7.\_\_\_ Go through her starter kit with her to set her up (20 mins)

8.\_\_\_ Get her list of 5 gals she’d like to share the Mary Kay Story with at Coffee Dates. Be sure to give this to your director so she can follow up.

9.\_\_\_ Set her **Perfect Start** Dates, pick a 2 week time frame that will work for her to hold her 5 practice shows.

10.\_\_\_ Stress the importance of completing her Perfect Start, The Practice, The Ring, How it Starts her Business.

11.\_\_\_ Role play the booking script from Welcome Packet.

12.\_\_\_ Arrange for her to observe 2 Skin Care Classes, including one of yours.

13.\_\_\_ Told her about Sr. Consultant Enhancer and initial prizes.

14.\_\_\_ Does she understand the **STAR Consultant** program?

15.\_\_\_ Call her everyday to see if she has questions and guide her to her next step for the first two weeks

16. \_\_\_ Continue to send her notes of encouragement, sit with her at Success Meetings, and introduce her to other consultants.