

MANAGER'S MEETING GUIDE

THE 11 PROVEN PROSPECTING POINTERS EVERY RECRUITER NEEDS TO KNOW

BEFORE YOUR TRAINING MEETING

<p>1. Schedule your training meeting, and send e-mail, voice mail, or memo to all of your team, informing them of date/time. Also, remind them to complete the week's listening assignment.</p>	<p>Date of training meeting: _____</p> <p>Time of training meeting: _____</p> <p><input type="checkbox"/> I have invited my team.</p>
<p>2. Listen to this week's audio lesson.</p>	<p><input type="checkbox"/> I have listened to "The 11 Proven Prospecting Pointers Every Recruiter Needs to Know."</p>
<p>3. Key concepts from this audio:</p>	<ul style="list-style-type: none">• 11 Pointers for prospecting:<ol style="list-style-type: none">1. Treat prospecting as the lifeblood of your recruiting career.2. Treat prospecting as your most valuable time-management tool.3. Take an organized approach, but never at the expense of activity.4. Always keep alert for suspects who can become qualified applicants after they become qualified leads.5. Stay in touch with current leads by working your parthenons.6. Work on your zone, not in your zone.7. Network your lead inventory regularly.8. Work hard at referral selling.9. Respect organizational structures.10. Identify key roles.11. Research in advance.
<p>4. Get ready for your training meeting the day before it's going to be held:</p>	<ul style="list-style-type: none">• Make sure the meeting room seating is arranged for group discussion.• Be sure to have at least one large whiteboard and/or flip chart with markers.• Send an e-mail, voice mail, or memo reminder to your team.

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Topics for Discussion/Action at Your Training Meeting on “The 11 Proven Prospecting Pointers Every Recruiter Needs to Know.”

- What’s the difference between a suspect, a lead, and a qualified applicant?
- Did anyone have trouble coming up with three solid leads and determining the next step for finding out if each might become a qualified applicant? If yes, why? Where could you find more leads?
- What could you do differently to ensure that your prospecting efforts are productive and valuable?
- What can I, as your supervisor, do to help you be more effective at prospecting?
- What is your next step with one of the qualified applicants you described on your Sales Success Worksheet?

SALES SUCCESS WORKSHEET

THE 11 PROVEN PROSPECTING POINTERS EVERY RECRUITER NEEDS TO KNOW

I listened to *“The 11 Proven Prospecting Pointers Every Recruiter Needs to Know.”*

- What’s the difference between a lead and a qualified applicant?

Lead:

Qualified Applicant:

- List three current leads you would like to meet with. What next step should you take with each to find out if he or she can become a qualified applicant?

Lead Name	Next Step
1.	
2.	
3.	

- List three current qualified applicants you would like to sell to. What next step should you take with each?

Applicant Name	Next Step
1.	
2.	
3.	

- Bring this worksheet to the next training meeting and be prepared to discuss your answers.