

## 12 RESPONSIBILITIES OF RECRUITERS by NSD Kathy Helou

1. Consistently hold skin care classes.
2. Have consistent sales goals
3. Be a star consultant every quarter.
4. Commit to attend every company function: Unit meetings, Career Conference, Seminar, etc.
5. Have a monthly recruiting goal.
6. Practice strong business practices
  - a. Weekly accomplishment sheets turned in WEEKLY
  - b. Strong \$\$\$ money management skills (60/40)
7. Display a positive attitude with your team.
8. Set personal goals
  - a. Retail
  - b. Wholesale
  - c. Recruiting
9. Establish team goals. People will support what they have helped to build.
10. Follow company suggestions and guidelines.
11. Have high standards of integrity. Deliver WHAT you say you're going to deliver, WHEN you say you're going to deliver it.
12. Support your unit and your Director!

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**Recruiter's Name:**

**Date:**

- Submit Beauty Consultant Agreement
- Provide her with information about the unit meetings
- Go through welcome packet with her (at Red Jacket Level)
- Schedule her Debut within two weeks of becoming a new consultant
- Discuss her Mary Kay goals –phone call
- Discuss Inventory options (at Team Leader)
- Send first order to the Company (with Director)
- Explain Smart Start (Personal Website, Business Cards, Beauty Books, Signature Look)
- Hold Debut (Director will do her first one)
- Attend a skin care class or skin care class live with her or have her watch you
- Explain the Preferred Customer Program