

# Recruiting Process



## Leads

1

A: Open your candidate list supplied to you in the "Getting Started In Recruiting" email sent to you by [onboarding@valuedmerchants.com](mailto:onboarding@valuedmerchants.com)

B: Call the candidates using your own phone. Be sure to confirm they are still looking for work, open to the positions we have and are comfortable as a 1099 on commission + bonus + residual income.

C: Using your recruiting script, share our story, the position details, commission based compensation plan and basic on-boarding outline with the candidate.

D: Once candidate confirms interest, verify their email address. Then you fill out the candidate interest form at <https://ip203.infusionsoft.app/app/form/interest>

E: This automatically triggers an email to the candidate with all the on-boarding and training instructions.

F: Stay on the phone to confirm receipt of the email. If found in junk folder, have them mark as "Not Junk"

## Interested Leads

2

A: Candidate will then be considered an interested lead

B: You will continue in the process of calling new leads and making follow up calls to your no answer/left message leads while keeping tabs on the candidates in your interested Leads to ensure they complete the on-boarding process.

C: Once candidate completes the on-boarding and initial training process outlined in the on-boarding email they are ready to sign their agreement and submit all their additional documents to officially join our team.

D: If they remain interested but unsigned after 48 hours, now is the time to follow up to see if they have questions or need assistance.

You can also share links to the on-boarding details via text if they prefer to access from their mobile device.

We have LIVE Zoom Training and Q & A sessions every day that you and your interested candidates should attend. Watch for text & email invites!

## Engaged Leads

3

A: Candidate will now have access to the on-boarding team and additional support

B: Once the training is completed, the candidate will now move on to complete their DocuSign agreement.

C. Once the DocuSign agreement is completed they are now officially on the team

D: You will be notified within Keap reports when this step is completed. If the candidate stalls for more than 48 hours in the engaged leads process a follow up call or text will be helpful to ensuring we establish urgency in completing training and their DocuSign agreement to finalize on-boarding process

E Our on-boarding team will also be following up on all engaged leads to ensure they get the attention & support they need.

F A sequence of automated emails, texts, calls and other follow ups will support your efforts too

## DocuSigned

4

A: Now that the candidate has completed their DocuSign agreement, supporting documents, submitted their Why & Goals and engaged with the on-boarding team to establish a start date, your one-time on-boarding commission of \$50 is due and payable

B. Our on-boarding team will now assist the candidate with all remaining steps including items like business cards, email setup, lists, scripts, agent webpages, crm access, ongoing training courses and so much more

C. Commissions are paid out on Friday and will include the \$50 for each completed DocuSign agreement plus \$100 for all sales activated in the prior week

D: Residual Income/Profit Sharing of 10% of all profits from accounts activated by your sales agent recruits will be payable on the 28th of each month. A 5% payout will be made on all accounts sold by sales agents recruiting by recruiters that you onboard