

# RECRUITER CHECKLIST

The following is a checklist of some suggested activities that may assist you in helping your newest team members make successful starts with their Mary Kay businesses. Enter check marks to record your team members' progress.



	New Team Member Name													
Recruiter Checklist														
Submit Independent Beauty Consultant Agreement to the Company.														
Suggest she review her <i>First Steps</i> kit (packed in the On the Go Tote) and sign up for special limited-time offers.														
Discuss her Mary Kay goals.														
Have her listen to the Inventory Options video on our unit website, and set an appointment to discuss her options with her Director.														
Encourage her to work through her New Consultant Welcome Packet.														
Suggest she open a separate checking account for her new business.														
Help her complete her Weekly Plan Sheet.														
Help her schedule a debut or grand opening.														
Suggest she designate and organize her home workspace.														
Encourage her to complete the <i>Satin Hands</i> ® Challenge.														
Help her schedule a skin care class and/or collection preview to observe.														
Provide her with information about her Independent Sales Director's unit meeting and New Consultant Orientation.														
Encourage her to unpack her Starter Kit Bag and review the contents.														
Encourage her to review the educational materials.														
Encourage her to book Power Start Plus appointments.														
Confirm her Power Start Plus appointments (and call her after each one).														
Work with her to obtain future bookings.														