Logo, company name

Description automatically generated

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Date

As a Talent Acquisition Officer for Can*ZELL* Realty, there are expectations and responsibilities outlined below that must be met on a consistent basis. The expectations and responsibilities are outlined below.

* All leads from the recruitment portal must be followed up within 15 minutes of incoming lead Monday – Friday from 8:00am – 6:00pm.
* Set a minimum of 10 appointments daily with a goal of 12
* Make a minimum of 80 phone calls daily with a goal of 100
* Send a minimum of 80 text message daily with a goal of 100
* Send a minimum of 80 emails daily with a goal of 100
* Spend 1 Hour each day preparing for the following day
* Contact a minimum of 2 Brokerages per day (Not an agent but a Broker with a team) with a minimum of 10 Brokerages per week and a goal of 12 per week
* During the first 30 days of employment each TAO must bring a minimum of 6 new agents on board with a goal of 8.
* During month 2 (between 31-60 day) of employment, each TAO must bring a minimum of 8 new agents on board with a goal of 10.
* As of month, 3 (day 61 and on) of employment, each TAO must bring a minimum of 10 new agents on board with a goal of 12.
* Record a minimum of 3 zoom calls weekly and send them to your manager each Friday for review.

Each contact including phone calls, text messages, emails, etc. must be logged into BrokerKit at the time of contact every day.

In the event that the above expectations are not met, disciplinary action will be taken with each employee. The first offense will result in a verbal warning, the second offense will result in a written warning and the final offense will result in termination.

I understand the above expectations as a Talent Acquisition Office with Can*ZELL* Realty.

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Employee - Print Name Employee - Signature Date

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Supervisor - Print Name Supervisor - Signature Date