COACH SUPER MIKE ™

Taking Real Estate Agents to Pinnacle Levels™

Sample 30 Day On Boarding Chart ™

Use this sample 30 day on boarding chart for your team member. See the examples below to get you started.

Team Member: _____
Start Date: _____

Section 1- PROR TO YOUR START DATE	
TASK	**DETAILS**
Job Description	Review and become familiar.
Team Website	Review, become familiar and suggest changes.
Review the training manual	Review the training manual and let us know if you have any questions.
Section 2- DAY 1	
Office orientation	Learn the office copier functions, review office file locations, learn basic systems.
Passwords	Become familiar with user names and passwords for our internal systems and website, etc.

Section 3- WEEK 1	
TASK	**DETAILS**
New Listings	Enter new listing into MLS as a draft for review.
Listing folders	Put together 20 new listing folders.
Section 4- Balance of the 1st 30 Days	
Dot loop	Go through Dot Loop and become familiar with the system.
Notes	Write out 100 handwritten notes using our template.