Sales Rep Hiring Checklist

Whether you're hiring your 1st salesperson, or your 21st, its critical to the success of your business that you hire the right person to represent and help grow your business. My sales rep hiring checklist has key criteria to consider before you start interviewing sales rep candidates.



What do you need your salesperson to do?

- [ ] Identify key job requirements including sales expertise, industry knowledge and market experience for your sales position.
- [ ] What communication and technical skills does your sales person need?
- [ ] Is this a full or part time job? Are the hours set, or flexible?
- [ ] Does the sales rep need presentation skills?
- [ ] How will job performance and success be measured? Is there a sales quota?
- [ ] Create a job description for the sales rep position, addressing the above points.

What is your hiring process?

- [ ] Who will recruit sales rep candidates?
- [ ] Who will interview candidates?
- [ ] Who will screen and do background checks on candidates?
- [ ] Who will onboard the new sales rep?
- [ ] Who will train the new sales rep?
- [ ] Who will the sales rep report to?

What type of person is a good fit for your organization?

- [ ] Identify the traits and characteristics needed to be successful in your organization.
- [ ] Will the sales rep work independently, or a s part of a team?
- [ ] Do you have internal sales support staff?
- [ ] Does your sales rep need to be tech savvy for your sales management and productivity tools?

What are the job benefits and requirements?

- [ ] When do you need your sales rep to start work?
- [ ] Where will your sales rep work from - is this inside sale or in the field?
- [ ] Does the job require travel? Do they need their own car? Is a company credit card provided?
- [ ] What is the salary base and/ commission?
- [ ] Are there growth opportunities?

Checkout more of my resources, tips and checklists for sales success: http://www.thesalesassassin.com

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