
The JTM™ Group Recruiting Manual



QUANTUM
MANAGEMENT
SYSTEMS

The
Quantum Management Systems
Recruiting Manual for:

The Journey To Mastery™

Quality is never an accident. It is always the result of intelligent effort.
There must be the will to produce a superior thing.
—John Ruskin

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Printed Name _____

Signed _____

Date _____

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Printed Name _____

Signed _____

Date _____

SCRIPTS



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SCRIPT FOR ANSWERING CALLS FROM ADS

SLOW DOWN!!

Answer with "hello."

Track media source through "name."

When returning call: When would you have **two minutes** to talk to me on the phone?

As you know, my name is (NAME) and I'm the Director of Career Development with **JTM™ Licensed Company (Name)**. We are currently seeking **motivated** individuals interested in entering the real estate field. For the person with the right **focus** and **work ethic**, we are willing to invest the **time** and **dollars** necessary to get them **licensed** and **teach them** how to succeed in real estate. With that in mind, may I ask you three questions?

1. If we hired you, would you be able to make a **full time commitment** to real estate in approximately 45 to 60 days?
2. Are you clear that real estate is commission income based?
3. For the first 6 months to a year you would be working weekends and some nights..will that work for you and your family?

We are conducting an interview on: _____ for your area; or you could come to: _____, in _____ (Location 1 or Location 2) on _____.

Which would be better for you?

Ok, great.....

What you need to know is that the meeting is an interview and it is conducted in a group. You are not competing with anyone there, as we will recruit many who meet our qualifications. You should come dressed appropriate to an interview



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and be prepared to answer the following three questions:

What do **you** think it takes to be successful in real estate?

What **obstacles** do you see in your way of entering the real estate field?

If **you** were *JTM™ Licensed Company (Name)*, would you invest in you and why?

OK, Mr. (Ms.) _____, I'm adding you to my list of people for the (date/time/location) group interview. **You** can count on your time being well spent. Seating is limited, if you commit to a seat you will be taking one away from someone else. So...you can count on us, can **we** count on you to be there? Terrific.

Let me review the logistic details; do you have a pen?

It is at: (location)

It is at: (time)

Now one more detail. We will need to contact you one more time to button down our final detail. We need a time and a phone number to reach you on: _____ or _____;

What date and time can we reach you? Think of this as an appointment: _____.

What is the phone number for that appointment. (We will be discreet if this number is sensitive). Phone Number; _____

Ok, wonderful,

I will personally See you there. If you have any questions, feel free to call me at this number.

I'll see you at the interview.



Confirmation Script

Hello, This is _____ with _____ (company). I am calling to confirm your participation in our interview tomorrow _____ (date) and I would like to button down a few details, do you have a minute right now?

Great, thanks.

First I would like to confirm that you are planning on being there _____ (wait for response). The size of the interview is limited, showing up is part of the interview and second interviews if missed are not available.

Second, you know it is an interview right? (Wait for response)
It is a group interview and there are several spots being filled. Do you have a pen?
(Make sure they have one and are writing down the information.)

Ok, we would like you to come prepared to tell us about yourself, and answer the question: What does it take to be successful in selling person to person?

Please come dressed as you would for work.
Bring a resume if you have one. (It is not necessary)
Be sure to be early or on time. That is very important!
Be prepared to stay until (2+hours) PM

Now it is located at: _____
And the directions to get there are as follows: _____

Do you have any questions?

Great _____ (name of applicant)

Now you can absolutely count on us to be there, can I count on you?

Great see you there, tomorrow; we start sharp at 3:00 PM so don't be late ok?



Second Meeting or Commitment Meeting Call-Back Script

Hi this is _____ with _____. I am calling to let you know that we have chosen you to come back to a 2nd interview.

_____ the Broker/Owner has set aside _____ (day) at _____ (time). (Wait and listen, if that isn't a good time, ask them what is a good time for them to return to our offices for a second interview.)

Are you clear on the time, location? Make sure you come dressed appropriate for business and are you clear this is a full time commitment.

Once again, _____ the Broker/Owner is very much looking forward to this 2nd interview with you.

You can absolutely count on _____ being there, can he count on you?



GROUP INTERVIEW LOGISTICS



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GROUP RECRUIT NIGHT (First Interview)

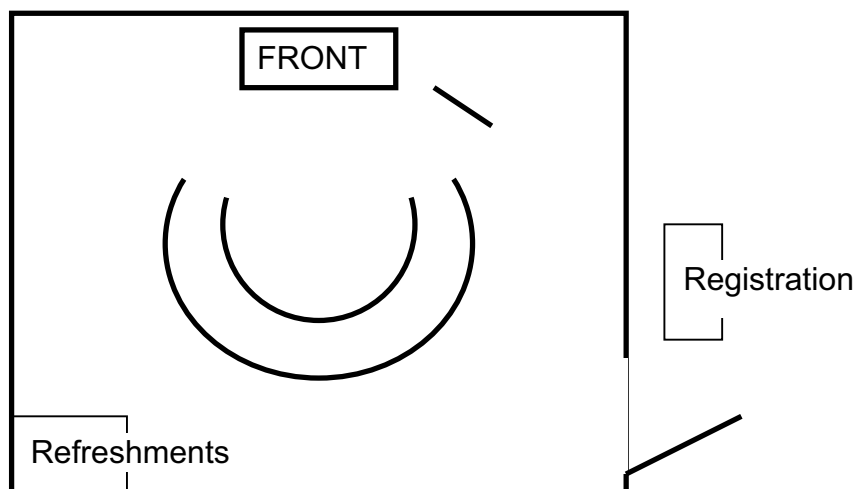
Discussion:

This is the first opportunity you have to make a positive impression. If you make a poor or mediocre impression, you will have no further opportunity with the “*best*” people. Perhaps the middle or the bottom tier will not care, but the top people notice when things are done haphazardly or carelessly, even if they notice below the level of consciousness.

Therefore, *every item matters*. The air conditioning, the smell, the location, parking, arrows pointing the way, your appearance, how the chairs are arranged...everything!

Orientation:

The focus of the presentation is the “front” where you will be speaking. The entry door should be at the “rear” of the room.



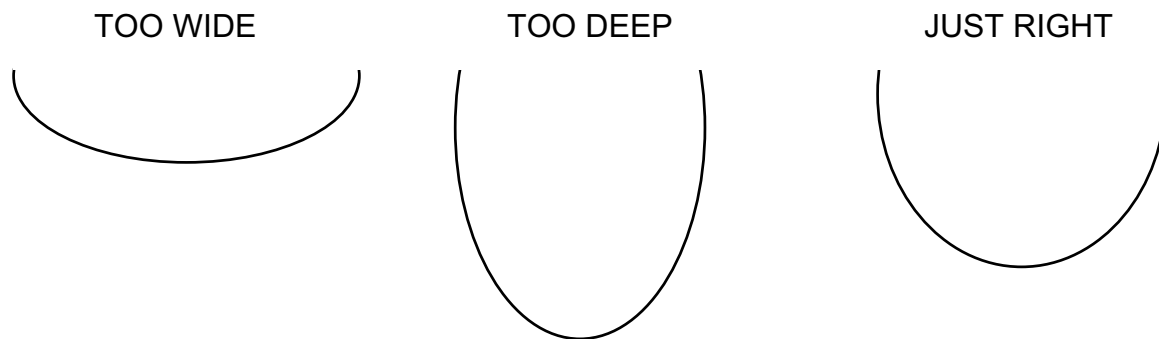
Chairs:

The way people are seated makes a big difference. The purpose is to create intimacy and warmth. Never, never allow tables to be set up. They create distance.

The chairs are set carefully in a horseshoe shape. There is no break in the horseshoe other than at the ends. It should start approximately 3 feet away from the front table. When you are standing in front of the table, or at the easel, you want some space before the first person.

Depending upon the size of the room and the number of people in the audience, form one or two rings of horseshoe. If you require more than two rings, put an aisle down the center.

Again, depending upon the number in the audience, pull the horseshoe together as much as possible. Don't allow the ends of the horseshoe or the "hoop" to be very far away.



Before letting the audience into the room, get a feeling for the real attendance you expect. Then limit the number of seats to about 90% of that. It is fine to add chairs as people come late, but it looks like something's wrong if there are any empty chairs.

The Front Table

This is where people will be looking when they come in. They need to get a nice warm feeling.

Drape it with a floor length cloth. Hotels often have drapes. Make sure it is clean and cloth. No stained or plastic coverings. If you supply your own, be sure to check each time you finish to see if it needs to be laundered and/or pressed.

FLOWERS! Make sure you have a large bouquet of fresh flowers sitting on the table. Nothing is as warm and inviting as fresh flowers.

Make sure all of your presentation implements are neatly arranged on the table. Keep a supply of extra pencils and applications.

The Easel:

You will be doing a lot of writing and drawing on the easel. Make sure there is enough paper on it. Make sure that your markers have enough ink in them.

If you have some pre-written pages, put them on the first pages. You can easily come back to the front, but you don't want to have to jump over or find them later.

Either have a blank page or a welcome message showing on the easel.

Handout Materials:

If you have a prepackaged handout, put it together with the application on the chairs. Make sure they are neatly put together. Don't allow them to be haphazard.

Refreshments

Have an assortment of soft drinks, both diet and regular. If you can have tea and coffee, it is best. If you can have only one kind of coffee, make it decaf. Have an attractive and tempting assortment of cookies. You *want* them to have a drink and cookie when you talk to them.

Make certain you have enough of everything...Including napkins, cups, stirrers, sugar, etc.

Keep the refreshment area neat and attractive. Pick up any trash left laying there. Make a trash basket available.

General Room Issues:

Temperature: Keep it on the cool side of comfortable. About 70°F.

Other clutter: Take away anything extraneous (Hotels are notorious for leaving extra tables, TVs, pianos, etc. in the room.)

Lighting: You want the light to be intimate, but not romantic. Make sure they can read the easel and that you can see them clearly.

Windows: Keep any windows covered. Close the drapes or the blinds completely. You do not want to compete with anything going on outside the window, even if it is just the view.

Extra chairs: Keep extra chairs in the room. Keep them well out of the circle where they will not be used by shy people to distance themselves from the meeting. But not outside the room, since you will be adding chairs for latecomers.

Set up chairs for the attending managers after the meeting starts. They will be mingling before the meeting starts and will sit *outside the circle* after it begins.

OUTLINE FOR GROUP INTERVIEW: FOLLOWS THE VIDEO



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JTM Group Interview Outline

**1. INSTRUCTOR
INTRODUCTION AND
BACKGROUND**

**2. INTERVIEW
OBJECTIVES**

- Tell you the complete truth about real estate.
- Give you a chance to learn about the company.
- Give us a chance to get to know who.
- Is this the right place and the right time?

**3. GUEST
INTRODUCTION**

- Get to know each student.
- Why are you here and who are you?

**4. QUESTION/MINI
SURVEY**

- What is the average income for a real estate agent? \$7,000
- How many are 100% sure you will be in real estate 1 year from now?
- Write down right now my name, this date and the \$7,000 number and put this



5. 80/20 RULE IN THE BUSINESS

somewhere you can look back on in 1 year and see that I was the one who told you the truth.

- 13 out of 14 people fail in real estate before the end of the second year.
- There is a huge disparity between those who succeed and the average.
- The decision you make tonight or in the next few weeks will largely decide whether you are one of the few who succeed and the many who fail.
- This is a huge problem the industry hasn't addressed, ever, nobody.
- This company is one of the few to address it.

. Real Estate Agent Study

- Consulting for large California real estate company who wanted to expand. Presented unique opportunity to do a study or science project or analysis on the characteristics of successful real estate agents, to see common factors in the successful real estate agents.

Results of Study

- Could only find one common success factors, only one.
- Stuningly, the data established that the 1 out of 14 who succeeded and completed their second year in the business....



- If an agent did not write a contract in the first 3 months, the odds of succeeding where 45/1
- If an agent did not write a contract in the first 6 months, the odds were 90/1
- If an agent did not write a contract in the first 9 months, the odds of succeeding were 700/1
- If an agent did not write a contract in the first 12 months, the odds were 900/1.

Writing a contract does not mean you closed a transaction and took a check to the bank. It means that you got close enough to a buyer who took their pen out and wrote a contract, gaining the important confidence that you can do the business.

Full Time Commitment

- If you are planning to come into real estate, the single most important thing is that you make a full time commitment so that you don't make a **single mistake**.

Because the clock is ticking and you only have so much time, so it requires a full time commitment. You can not make a single mistake, let alone one that is due to time conflicts from other job commitments.

The Journey to Mastery Program (JTM)

- The JTM Program is the only program in the industry and in the country that addresses the problem of 93% turnover.
- The JTM Program reduces the turnover to 40% or 6 out of 10 will succeed instead of 1 out of 14.



	<p style="text-align: center;">Characteristics of the Most Likely to Succeed Who Eventually Fail</p> <ul style="list-style-type: none"> • The culture in real estate establishes that the key to success is listings. • Agents should focus on taking listings. • A listing is a contract to go to work. • Other companies will tell you that your job right now is to take listings. • Those with the highest probability of success focused on listings, exactly what the culture in real estate told them to do. • Why would those with the highest probability to succeed ultimately fail if they did what they were told to do and took listings? <p style="text-align: center;">Typical Listing Scenario</p> <ul style="list-style-type: none"> • New agent has the opportunity to take listing without market knowledge or listing background. • Seller wants certain price which is above the market, which agent doesn't know or understand. • Agent takes overpriced listing, spends limited savings in marketing, 90 days later reduces price, maybe the listing sells and closes 60 days later, but most likely never sells before the end of the listing period and new agent loses listing to seasoned listing agent. • Agent wastes precious, limited time in
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area that won't typically produce income within the limited time agent has to make money.

- Agent gets discouraged in process
- Time runs out (family support, financial resources, personal ego, company standards, etc.)
- Agent fails and leaves the business.

Journey to Mastery Program (JTM)

- JTM is for agents who have a high probability of success
- It costs \$7,000 to provide the JTM experience and get a new agent productive.
- If it costs a company \$7,000 to train a new agent, and if 13 out of 14 fail, it really costs a company \$98,000 to train a new agent to be productive.

Not a single company is in a position to spend that kind of money. Therefore nobody spends the money and companies have largely given up on training. And the high agent turnover problem continues.

- The JTM Program reduces agent turnover to 40% making the \$7,000 per agent more manageable.
- The program is too expensive for people who are not making a significant commitment.

An Important Question.... Where Is Your Next Transaction Coming From?



	<ul style="list-style-type: none"> • Ask yourself "Where is your next or first transaction coming from?" You should ask every company with whom you interview that question. Not just your first transaction who might be your friend or relative, but a stream of transactions that drive you into production. • Where are the buyers today? • Answer – Real buyers are out driving around looking at houses. Many are looking at open houses. Some have agents, some don't. • Industry tells you the key to success is listings, listings, listings. We reviewed why that is false. Listing process is too technical and takes too long. • Industry also tells you that Open Houses don't work. They are mostly for the seller and don't produce any real results. <li style="padding-left: 40px;">Some Important Facts..... • Buyers are only asked 2.3% of the time for an appointment if you call the real estate office on the phone about a property or visited an open house. • The average number of people who attend an open house is 5-10. • How many open houses do you need to have to get an appointment? Answer is 10 • That's 10 open houses to get one appointment. 10 weekends you have to work to get one appointment. Not very
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	<p>productive or worthwhile.</p> <ul style="list-style-type: none"> • What if we could change the results by better training the agent? • What if we could change the results to 60% of contacts to appointments? • What if we reinvented the open house into a major marketing event, achieving 5 -7 times the results? • What if we generated 25-35 people and we make appointments with 60%. • 82% of people who call on an ad or who come through an open house are going to do something real estate related within a 6 -9 month period and you will make an appointment with 12 of them. <p>The JTM Buyer Guarantee</p> <ul style="list-style-type: none"> • We can say that within 6 weeks of starting in the business, you will have a Certified Buyer, someone who is real close to making a decision, a real buyer. You have to be willing to absolutely everything we train you to do. • No other real estate company will put that kind of a guarantee in writing. • We can make that guarantee because of the JTM Training and Coaching Program. <p>The JTM Program</p> <ul style="list-style-type: none"> • The Program is 6 -9 months. You need to have 3 buyers sold and 3 listings sold and closed to graduate and complete the program
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	<ul style="list-style-type: none"> • The company is willing to sponsor High Probability Candidates under certain conditions: • Your commission with this company is the lowest you will get with any other company. 100% of nothing is nothing. <p style="text-align: center;">The Licensing Program Sponsorship</p> <ul style="list-style-type: none"> • The company is willing to pay the cost of pre-licensing, or \$375 in tuition. You pay licensing fee to State of \$245. • If we commit to train you, we need to know you have the money to pay the State to get licensed. We hold the check in trust until you pass your test, at which time the check goes to the State for your license. <p style="text-align: center;">Paying For Pre-licensing and the JTM Training</p> <ul style="list-style-type: none"> • For “high probability” candidates, we have a real easy, low cost approach to your success. You enter into two different Promissory Notes in favor of the company according to the following terms: • First, you sign a Pre-licensing Promissory Note in the amount of the licensing school tuition. When you complete the pre-licensing school, pass your test and get your license, which is our agreement, the Pre-licensing Note is cancelled and voided. If you drop out of the licensing school or don’t complete the pre-licensing for any reason, the note is immediately due and payable. You must complete the pre-licensing school and get your license within 3 months.
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	<ul style="list-style-type: none"> <p>• Second, you sign a JTM Promissory Note in the amount of \$1,750 for the cost of the JTM Training Program. Once you have successfully completed the program and remained with the company for at least one year, the JTM Promissory Note is also cancelled and voided. Also, if you leave the business for any reason and do not return to the business for at least one year, the note is cancelled and voided. We want you as a friend and as a client. However, if you do not complete the program for any reason or complete the program and leave the company for a competitor within one year of the program completion, the note is immediately due and payable. The only way this note is enforced is if you go to a competitor. If we terminate you from the program for any reason, we will forgive the note. We do not want to collect the note. We want to you either be productive and successful in real estate with our company or we want you to be a friend or client.</p> <p>• The terms are very strictly enforced. We make a major commitment to your success and show up every day to do our part. You are similarly expected to make a major commitment and show up every day to do your part. When everyone shows up and does their part, real good things happen.</p> <p style="margin-left: 40px;">Pre-licensing School</p> <ul style="list-style-type: none"> <p>• This is the time to discuss the pre-licensing process and school arrangement. Where is the school, what are the hours, how quickly can it be completed?</p> <p style="margin-left: 40px;">The Next Step</p>
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- In spite of this effort to be brutally honest with you in explaining the many challenges associated with becoming a productive, successful real estate agent, how many of you are interested in further exploring the possibility of entering the business?
- Please write down on a piece of paper provided to you the telephone number and exact time to call you tomorrow to further to confirm a time to get back together to further pursue this opportunity.

Thank you for your participation tonight.

You and your recruiter should talk to each and every attendee to thank them for attending and to obtain their contact information for the Next Step follow up.



RECRUITING FORMS



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DAILY TRACKING ROSTER

Name:

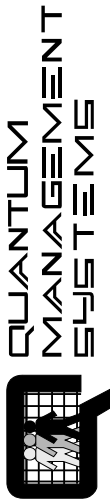
Office:

Work Phone:

Home Phone:

Series:

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
JAN																																
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MARCH																																
APRIL																																
MAY																																
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SEPT																																
OCT																																
NOV																																
DEC																																



OFFICE:

MANAGER:

RECRUITING TRACKING

WEEK #	# OF CALLS	# OF CON-FIRMS	# SHOW UP	# OF YESES	# SIGN UP	PRINC	DROP	WAIT TD	WITH TD	WAIT RESULT	TOTAL IN SCHL.	WAIT LIC	EST NEXT JTM	# AGTS 1ST OF WEEK	NEW AGTS	TERM. AGTS	NET AGTS
1																	
2																	
3																	
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OFFICE:

MANAGER:

RECRUITING TRACKING

WEEK #	# OF CALLS	# OF CON-FIRMS	# SHOW UP	# OF YESES	# SIGN UP	PRINC	DROP	WAIT TD	WITH TD	WAIT RESULT	TOTAL IN SCHL.	WAIT LIC	EST NEXT CPTH	# AGTS 1ST OF WEEK	NEW AGTS	TERM. AGTS	NET AGTS
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Directions for completing this form:

- A. Please print clearly.
- B. Fill in every space completely.
- C. When a question is not applicable, write N/A.

The information requested in this questionnaire is intended to enable you to get the maximum benefit from this informational group interview and will be used to tailor the program to be more responsive to your individual concerns. All information will be held in strictest confidence by Platinum Properties GMAC Real Estate and reviewed only by authorized personnel.

1. Name _____
Last Given first Middle initial Like to be called

2. Home Address _____
Street/P.O. Box City State Zip Code

3. Home Phone(____) _____ Office Phone(____) _____ Email _____

4. Office _____
Company Name Street/P.O. Box City Zip Code

5. Age _____ Birthdate _____ / _____ / _____ Male Female

6a. Real Estate Experience: License Currently in Real Estate School
 Ready to take First Step Other

6b. Have you graduated from High School? Yes No
 College? Yes No Years completed _____
 Do you hold regular or advanced degrees? Yes No
 Please state them. Regular _____ Advanced _____

7. What is your present occupation? _____

8. How long have you done this type of work? _____

9. How long have you been in your present job? _____

10. What was your occupation prior to coming into this business? _____



11. What are your average earnings per year over the last three years _____

12. What are your average earnings per month over the last six months? _____

13. What is your income goal this year? _____

14. What factors influenced your decision to consider a career in real estate? _____

15. Describe and/or quantify benefits you wish to derive from a new career:

a. Productivity and/or income _____

b. Attitude/work habits _____

c. Personal life/relationships _____

16. If you could get one thing from a new career of this type, what would it be? _____

CONFIDENTIALITY AGREEMENT: I understand that what occurs in the course of this interview is a private and confidential matter between myself and the group. I agree to keep all materials, forms, concepts, techniques, and conversations private and strictly confidential. I certify that I have read and understand this Confidentiality Agreement and I agree to keep it.

Signature

Today's date



**QUANTUM
MANAGEMENT
SYSTEMS**

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Rev.07/10/03

Group Recruit Information Sheet.pmd

MISCELLANEOUS RECRUITING MATERIALS



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MANAGEMENT
SYSTEMS

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Sample Ads

Career Opportunity

BRANCH MANAGER DELIVERY

The Daily Herald, suburban Chicago's best daily newspaper, is looking for someone to run branch delivery operations in the Lake County area. Responsibilities include route carrier recruitment, delivery, training and management, as well as customer service.

The ideal candidate will have previous 3rd shift work experience, previous newspaper experience, and bilingual (English and Spanish) language skills. Must be available to work 5 days per week from 2am-11am on a rotating schedule and have own transportation. 1 year of newspaper experience is also needed. We offer an excellent benefit package, paid vacation and great growth potential.

Interested candidates should send resumes, cover letters and salary requirements to: ATTN: DH-BM

Daily Herald

Email: staffing@dailyherald.com • Fax: 847-427-1270
Mail: PO Box 280, Arlington Heights, IL 60005
Attn: Human Resources
Equal Opportunity Employer

Career Opportunity

SUPERVISOR OF ADMINISTRATION FT (Temporary)

The Daily Herald, Illinois' 3rd largest and award winning newspaper, is looking for an extremely organized, detail oriented individual to supervise and maintain a smooth flow of office services for the company. This position is responsible for reception, telephone console, mail center, copiers and fax machines, printed supplies, office supplies, micro-filming, postings, and Conference Center services.

A minimum of 2-3 years of management experience in an office environment is required as well as a strong knowledge of Microsoft Office programs along with contract negotiations experience.

This position being offered on a temporary basis not to exceed one year, may become permanent. People interested in applying may send their resumes, cover letters and salary requirements to: ATTN: HR-SA

Daily Herald

Email: staffing@dailyherald.com • Fax: 847-427-1270
Mail: PO Box 280, Arlington Heights, IL 60006
Attn: Human Resources
Equal Opportunity Employer

WANTED

MANUFACTURING
Consolar Inc. is looking for Machine operators & finishers. For more info on Consolar & specific job openings, go to www.consolar.net

Manufacturing DIE SETTER/OPERATOR
metal stamping punch press, must have exp. setting dies, leads, derefers, strainer. 847-455-4350.

MANUFACTURING
• Entry level Tool Maker
• Entry level Model Maker
Wanted at CGR Technologies. The Midwest's most progressive prototype manufacturer. If you have the desire and skills to step up to a clean, air-conditioned operation that offers a comprehensive benefits package, consider CGR Technologies. We manufacture parts for the medical, medical, military and electronic industries. You have the right skills, please resume to: 934-7627

Manufacturing

Excellent Opportunity!
Quality Inspectors needed for Large Manufacturer in Schaumburg. Pay: \$12.00-12.50/hour
Apply today!
Call MANPOWER 847-358-0711

MANUFACTURING
Experienced CNC Operator for 2nd shift. Experience with Mori Seiki, Mazak and/or Fanuc controllers a plus. Min. of 3 yrs. CNC operating and/or set up exp. Tooling application experience also required. All candidates must be able to work overtime, if required.

Please stop by to fill out application or send resume.
Elgin Industries, Inc.
1409 Jansen Farm Dr.
Elgin, IL 60123 847-742-1720
fax 847-742-2220
cstone@elginind.com

Manufacturing

Jobs! Jobs! Jobs!
100 openings!
Large Manufacturer in Schaumburg
• Electronic Assembly
• Material Handler
Pay: \$16.00-\$19.50/hour
1st/2nd/3rd Shifts
Apply today!
Call MANPOWER 847-358-0711

MANUFACTURING

★ **MACHINIST CNC** ★
Mazak Machining Center
G-Code Controlled
Machining Center
PROGRAM & SET UP
3 yrs. experience
★ **FLOOR INSPECTOR/ FINAL INSPECTION**
2-5 years experience in machine shop.
Day shift, excellent wages, health insurance and profit

HELP WANTED

MECHANIC/Ingerside Area
Excellent FT apply for a person with a good mechanical background who is very familiar w/diesel engines & hydraulics. A willingness to be of service to your fellow employees & a great attitude will go a long way. A small amount of OT & weekends during the busy season is req'd. The pay will be fair and the benefits incl. minor medical, life ins., disability income, 401K & pd vacation! If you feel you are qualified, please contact Eric at Wilson Nurseries in Hampshire, IL Phone: 847-683-5296 or Fax your information: 815-344-7087 EOE

MECHANIC
Trucking co. in Addison seeks openings for FT Truck Mechanic w/ journeymen exp req'd. All shifts available. Includes competitive wage, 401K, medical, dental, profit sharing, other great benefits. No phone calls. Fax 630-541-1111

MECHANICS

EXPERIENCED Trunk Mechanics
Needed for Des Plaines & Lincoln. Medical, dental, life insurance, 401K pay. Apply in person or fax resume to:
OLD DOMINION FREIGHT LINE
255 Oakton, Des Plaines

MEDICAL

When available, look for career opportunities in the Medical Field using the keywords: HEALTH CARE

Daily Herald

MOLD MAKER
Insert Mold shop for small parts seeks mold maker for possible FT position. Experience required. Send resume to: HR Dept. P.O. Box 163, Wheaton, IL 60187

MORTGAGE Loan Processor
3-75, or more exp. in mortgage processing. Competitive salary & bonuses. Email resume: health@directmortgagecorp.com

NIGHT CLUB Chicago City Limits, No. 1 sports bar and entertainment club in Chicago, seeking a high volume Bartender. Apply Immed. 1712 W. Wise Rd., Schaumburg, 847-524-9910

OPTICAL • FIT
National retail optical chain has openings for exp opticians. Gr1 salary & benefits. Christy 1-800-248-2255 EOE

OPTICAL TECH
Pearl Vision in NW subs. looking for FT/PT Excellent pay & benefits. 847-551-9111

OPTICIAN MANAGER
FT/PT. Top pay/career + incen. NW subs. 847-375-9476

PAINTER 5 yrs. exp. Basic carpentry skills a plus. Immed position avail. Fax resume: 847-392-1973

Pick/Pack \$8-9/hr
Homew Park • Wheeling Warehouse exp. background & drug tests. 847-302-6193

PLUMBER/APPRENTICE
3 yrs exp. lic or lic'd Plumber. New const. Health benefits. No phone calls please.

HELP WANTED

QUALITY ENGINEER

We are a worldwide manufacturer of precision electronic devices located in Cary, IL.

Will participate in Quality planning and validation test planning during new product development. Assess internal quality systems for effectiveness and compliance to ISO/TS 16949 requirements. Review Supplier quality systems and participate in supplier development activities. Use statistical and process analysis skills to reduce variation of internal processes in a worldwide multi-plant environment. Experience with SMT Soldering processes including Failure Modes and Analysis Techniques. International travel may be required. Must have B.S. in an Engineering discipline along with minimum three years experience in a related field.

We offer an excellent benefit package ALONG WITH GREAT OPPORTUNITIES FOR GROWTH AND SUCCESS WITH AMERICA'S LEADING INTERNATIONAL COMPANY.

For consideration please send your resume to: HR Dept. 1000 DILLON Street, Cary, IL 60011. Fax to: 847-338-8000

Find out more about us at our web site. <http://www.coffcoinc.com>

★ REAL ESTATE ★

JTM Realty Mosters, Dupage County's fastest growing real estate brokerage firm seeks quality people to develop a successful career in real estate. We provide a proven, comprehensive and professional training like no other in the industry. Call T.J. at 630-898-7486 to see if you qualify for our pre-license sponsorship.

REAL ESTATE SALES

Immed. openings for new & exp'd Sales Associates in our 14 offices. We offer free training, flex hrs & unlimited earning potential. If you're a career minded indiv. who'd like to be your own boss, call the Office Manager in your area today!

Arl. Hts, Tom. 847-392-3900
Barr, Ar. 847-391-0500
Birmngd., Nancy 630-894-1900
Buffgr, Sandy 847-577-1900
Des Pl, Bill. 847-298-2665
Dundee, Pal. 847-428-4000
Elgin, Mary. 847-931-8523
Evan., Brad. 847-540-2064
MtPros, Conie 847-255-3900
Pal, George. 847-359-4600
StChar, Bobbie 630-377-9200
StMaryEllen 847-310-1886
StromBar, Carol 630-630-0000

★ STARCK & COMPANY ★

REAL ESTATE SALES

Sales Positions Available! Find out how to get started at CAREER NIGHT.

Tuesday, Oct 26th, 7 pm
Renaissance Hotel
933 Skokie Blvd.
Northbrook

For details, call Anne, 312-857-9311
BAIRD & WARNER
www.bairdwarner.com

★ REAL ESTATE SALES ★

Unique 45-1hr Pre-Lic Course w/FREE Workshops
Schaum 10/25, Lk Zurich 10/28, StChar, Dundee, Des Pl 11/1, Skokie 11/2.

All Pros 11/8 & Pal 11/5.
Starck, IL Academy of R.E.
Vince DePaul, 847-375-7032
YourHouseAcademy.com

RECEPTIONIST Architectural firm seeks a bright, energetic, and personable full time receptionist. Position includes phone, copying, faxing, mail distribution and purchasing. Must be a multi-tasked person who is proficient in Microsoft Word and Outlook. Mail fax resume to Jackie Schmitt, Williams Architects, 450 E. Gundersen Dr., Carol Stream, IL 60188 or fax 630-221-1220. No phone calls please.

RESTAURANT

Just try to find a more stimulating job.

CARIBOU COFFEE

Have a life schedule. Worry-free benefits. Friendly surroundings. And free coffee.

Looking for store managers for the Chicago market. If you have 3-5 years Restaurant or Retail management experience along with strong guest service, as well as demonstrated sales building and supervisory skills, a high school diploma, and an aptitude for math, apply today.

RESTAURANT

Just try to find a more stimulating job.

CARIBOU COFFEE

Have a life schedule. Worry-free benefits. Friendly surroundings. And free coffee.

Looking for store managers for the Chicago market. If you have 3-5 years Restaurant or Retail management experience along with strong guest service, as well as demonstrated sales building and supervisory skills, a high school diploma, and an aptitude for math, apply today.

Attend our Job Fair in Naperville

Holiday Inn
1801 N. Napier Blvd.
Friday, October 29 from 9am - 3pm

Call 1-800-BOU-HIRE EOE

RESTAURANT

NEW! Deli ★ Bakery ★ Catering
Apple Spice Junction a unique approach to corporate Catering and Box Lunch Delivery. Man. for day time schedule. Accepting apps and interviews for FT/PT positions (EOE)

Deli ★ Baker
Caterers ★ Drivers
(No exp needed. We will train.)
Apply in person only
1029 from 9-12
1005 Remington Rd, Suite A
Schaumburg, IL 60171

Restaurant now opening
CHEESEBURGER IN PARADISE
Opening Soon at
Aldermar Commons!

Now Hiring For All
HOURLY POSITIONS
Apply Mon-Fri 10a-5p at

QUANTUM MANAGEMENT SYSTEMS

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... impact production.

ied applicants have high school diploma and raining in maintenance or equivalent related ence. Possess effective interpersonal skills bility to communicate with all personnel, 2 yr. hical experience in a letter shop environ- e to work independently and understand the s. Familiar with and Howell inserting equipment, Scitex printers, Baum 3D folders and other laser printers a plus. Supervisory and formal experience s. Must be able to work flexible schedule ing evenings, weekends, holidays and over- as needed.

we offer the opportunity to work in a marketing service environment, which training and innovative. Our outstanding sation and benefits package includes a el of medical and dental plans, life insurance,), stock purchase plan, casual work environment uch more. For immediate consideration, please rd your resume, including salary history to:

TRIBUNE
DIRECT MARKETING

Ill: Tribune@trm.brassring.com
Code: TDM/CTAD/MS/SBB
It include job code to be considered for the tion.

www.tribjobs.com
An Opportunity Employer **WEB ID CB82835**

**Vice-President
for External Affairs
CHICAGO**

ions are now being accepted for this new, senior executive to direct the foundation's communications & public relations thral conference series and philanthropy for the citizenship arms; and the launch and operations of a new museum.

ment will be one of three senior officers of the foundation the President & CEO. There are staffs in place in each of these of responsibility and programs that are now ongoing, including of the museum. It will be a new 15,000 square foot facility on Michigan Avenue with a mission to memorialize the U.S. n's First Amendment Freedoms and to inspire visitors about their rth. Applicants should have, especially, extensive leadership in marketing, communication and media relations. It is desirable have had hands-on experience in museum operations and have and experience in the issues and heritage of the Constitution and dment. No fund raising required. Compensation is competitive negotiated based on education and experience. Also includes a negotiated based on education and experience. Also includes

QUALITY ENGINEER
The recognized leader in video and display monitors is looking for a qualified person to support an ISO 9000 program through quality auditing, control charts, problem identification and corrective action reports, (CP, CpK, FMEA). 10 years quality control experience and a technician certification in electronics are absolute requirements, BSEE preferred.

Company offers excellent benefits including medical, dental, optical plans and 401K. Send resumes to: jd@mswls.com

**ELECTRONICS, HR 77-9500
15501 St. McCook Rd. 60625
Web CB86988**

**QUALITY TECHNICIAN
2nd SHIFT**
We're a growing Elk Grove Village frozen food processor with an opening for a QA Technician 2nd shift. Previous QA tech experience at a food facility required, as well as basic math, attention to detail, good communication and documentation skills. Bilingual in Spanish preferred. Pay based on experience. Send resume to: jerifer@paleoimopizza.com

Human Resources
Palermo Villa, Inc.
551 W. Mitchell St.
Milwaukee, WI 53204
Web CB97039

**Quality Control
Inspectors
(1st & 2nd Shift)**
Exp. ind. for quality control dept. Familiar with QS 9000. Exp. w/CM, blueprints, micrometers, calipers and high gauge. Strong math and computer skills a must. Bilingual (Spanish) a plus. Apply in person or send resume to: Principal Mfg. Corp., Attn: HR, 2800 S. 19th Ave., Broadview, IL 60153, Fax: (708) 865-7631, E-mail: HR@priman.com

Web CB87077

**Quality Control
QUALITY MANAGER**
Axon Cable, a global supplier of advanced cable and interconnect systems seeks a qualified candidate to manage our QC department and to lead our efforts to become certified to ISO9001:2000 and TS16949. Ideal candidate will have a BA/BS and experience in implementing and operating an ISO quality system. Fax: 847-230-7849 or Email: sales@axoncable.com.

Web CB128184

**Quality Control
Technician**
We are seeking a qualified individual for our paint manufacturing facility. Experience preferred but not necessary, color matching experience a plus. Applications by appointment only. Please call 312-664-2373 ext. 10 or fax 312-664-9752.

EDE M/F/D/V
Web CB84320

Quality Control
... ..

... ..
disciplines of marketing, finance & renovation. We will help you grow. Cover letter, education, work experience & salary history. Attn: TJA, Fax 312-644-0586 or email lwadwin@pmckchicago.com
Web CB97447

Real Estate
JTB Realty Masters, DuPage County's fastest growing real estate brokerage firm seeks quality people to begin a successful career in real estate. We provide a proven, comprehensive and professional training like no other in the industry. Call James at 312.368.7486 to see if you qualify for our pre-licensing sponsorship.
Web CB24180

Real Estate Management/Property Management
North Side RE company seeking individual with property management exp. or related field. College degree a must. Must have exceptional planning, analytical, and organizational skills. Fax resume to 847-256-7053.
Web CB36408

Real Estate
Expanding and innovative Title Insurance Company seeks energetic and experienced 40+ years employees for several positions (HUD, Funding, Admin Asst./Receptionist, Sales, Bookkeeping, Policy Issuance). Fax resume to USWW Title at 847-257-7778 or email at cdoe@uswwtitle.com
Web CB87120

Real Estate
New Const Sales: Res'l Dev seeks Sales Pros for Chgo projects. Strong prospect gen, follow-up, closing, and computer skills req'd. Need proven new home sales history. Comp incl benefits. Fax res to comm/sales list to FRBSS @ 847-245-5271 or email: jobs@fired.it.com
Web CB82777

Real Estate SALES
Republic Title company has opportunity for experienced only Sales Rep. This position will be responsible for generating and maintaining sales in the real estate industry. Fax resumes to: 847-598-4823.
Web CB247163

**REAL ESTATE
SITE ACQUISITION SPECIALIST**
National telecom service company seeks Site Acquisition Specialist in the Chicago area to lease wireless telecom sites. E-mail resume to: jobs2@imhc.com Reference ID: CHRAS
Web CB84980

REAL ESTATE
Fast growing RE co seeks Property Manager. 3-5 yrs exp nec. Duties include prop mgmt, tenant relations & leasing. Competitive salary. Send resume Fax 773-784-6006 or email: jon@landmarkapartments.com
Web CB63820

**Real Estate
MANAGING BROKER**
Chicago res brokerage ISO Managing Broker w/3-5 yrs exp in same. Self motivated, chal-

**WWW SUBURBS
FAX RESUME TO MIKE SPARKS
IN COMPLETE CONFIDENCE
847-427-5836
Web CB85045**

**Real Estate
CONDO MANAGER**
Sund. Manager for Lakefront Highrise must have extd references and good commun. skills as well as knowledge of mech. systems, staff supv. purch and contract overview. Fax resume to: 312-337-8957 or email to: HR@communityspecialists.net
Web CB26942

**REAL ESTATE
HW SUBURBS**
Condo conversion project manager. Great compensation and equity participation. Fax resume to Mike Sparks 847-427-5836
Web CB1789

**Real Estate
Property Management**
Lombard Area. Commercial Prop Mgr./Leasing Agent. Will Train. RE License Required. Fax Resume: 630-932-5755.
Web CB73270

**Real Estate
ADMINISTRATIVE ASSISTANT**
with real estate license needed to work in fast-paced setting. Fax Resume: 708-708-2787
Web CB60136

**Real Estate
Leasing Agent with college degree and experience especially on the Gold Coast.**
Fax resume to 847-256-7053.
Web CB62991

Real Estate OFFICE MANAGER
Please see our ad under "Administrative"
FIRST INDUSTRIAL

Real Estate APPRAISER 156
Split fee. N/A total. Fax resume: 847-228-9447
Web CB78618

RECEPTIONIST
Schaumburg \$10 to \$13 / HR
Info Systems Professional Services org. seeks energetic and charismatic receptionist to welcome guests, answer phones and perform various administrative duties. The successful candidate must possess excellent verbal and interpersonal skills. Required computer software expertise includes MS Word, MS Excel and MS Outlook. Familiarity with MS Power Point, and MS Access is desired. Must be able to type forty words per minute and possess excellent organizational skills. Email info@pingsresources.com Fax 847-218-1120
Web CB73117

RECEPTIONIST/ADMINISTRATIVE ASSISTANT
Full-time; competitive salary and benefits. Excellent secretarial, organizational, communication and technological skills needed. Complete an application online at www.SkoKoe69.k12.il.us Skokie School District 69 5050 Madison Street Skokie, IL 60077
Web CB59490

Receptionist/Gen Office Clerk
Mfg office - duties incl. acctg receivable, billing, & a variety of other office duties. Com-



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MANAGEMENT
SYSTEMS**
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December 11, 2000

«First» «Last»
«Address1» «Address2»
«City», «State» «Zip»

Dear «First»,

Congratulations on passing your State of (The State Name) real estate license exam! This accomplishment is your first step toward an exciting and rewarding career in real estate. The type of career you can have with the proper training and support, the type of career *The Journey to Mastery* can help you achieve.

(The name of the Company)' *Journey to Mastery* program uses a unique system that provides the opportunity to work hand-in-hand with seasoned sales agents. Participants engage in intensive seminar sessions integrated into their work; sessions that will give you skills in time-management, prospecting and networking that turn leads into appointments and appointments into contracts.

Journey to Mastery is a world-class program, created by a national consultant and trainer. It has been designed to help new licensees become productive in as short a time as possible. It helps you develop the contacts and confidence a successful real estate agent needs while learning how to use these tools to your best advantage.

We offer this nationally recognized training program at no cost for qualified individuals who work with and stay with (The name of the Company). If you are serious about your new career, call today and schedule an appointment to learn more about (The name of the Company)' *Journey to Mastery* program.

I look forward to your call.

Sincerely,



Rebecca L. Jollay
Director of New Agent Recruiting
(The name of the Company)
555-264-1280 Direct Line
555-933-7885 Cellular
rjollay@Thecompanyrecruiting.com

“When I got my license I was nervous about getting started. I knew that getting the proper training was going to be crucial for my success. (The name of the Company)’ *Journey to Mastery* program was exactly what I was looking for. The support and hands-on training that I am receiving helped me write my first contract within 30 days in the business. This program is powerful, insightful, and I would not trade its’ dynamics for anything in the world.”

Mary Fran McMahon
(The name of the Company) – Chicago Office
New Agent, 1999

“Thanks to (The name of the Company)’ GREAT training program and their support for brand new agents, I was able to present myself with confidence to the public as a Realtor from my first week in the business. Five months and four sales later, I am well on my way to building a successful business. And now, I have confidence from my OWN experiences.”

Lynn Chamberlin
(The name of the Company) – Evanston Office
New Agent, 1999

“I’m glad I joined the (The name of the Company) firm. I especially appreciate the frequent training opportunities, which are always helpful and supportive. I am very grateful that agents relate to each other in a more cooperative than competitive way. And, of course, the office is beautiful and comfortable – a pleasant place in which to work.”

Doris Rudy (a recent graduate from Journey to Mastery)
(The name of the Company) – Evanston Office
New Agent, 1999

Hi Everyone:

This is a request for your help and support!

We are trying to promote agent participation in Prudential Preferred Properties exciting new program created and developed by our President and CEO, Doug Yeaman. The ***Journey to Mastery*** program provides new agents with the training and skills set development necessary for their future in the real estate industry.



“I had been with Coldwell Banker for 9 months before coming to Prudential Preferred Properties. I was definitely on my way out of the business. I learned more in 2 days with the Journey To Mastery than I had learned the entire 9 months I had been in the business.”

Lisa Kent, Winnetka Office

The Journey to Mastery program is specifically designed to help newly licensed agents become productive as early as possible. Our goal is to teach new licensees time-management skills, how to prospect and network, how to effectively turn leads into appointments, and how to turn appointments into contracts.

Teri Tuffner, our Director of Career Development, is the training manager for the Journey to Mastery program. She is solely responsible for getting our new licensees up and running, and driving their production. Teri runs both a city and North Shore training program to fully cover all of our areas of expertise.

I help people in many different aspects of their new real estate careers, from pre-licensing classes, to bringing direction to a not-so-directed sales career. ***My primary focus is helping people decide if full time real estate is right for them.*** I then take them through all of the necessary steps to obtaining their real estate license.

I would love to work with anyone you know who is thinking of getting into real estate, or who has recently obtained their license. Our training program will provide them with the tools necessary to become productive quickly, and will put them on the road to a successful career in real estate.

I am asking for the names of anyone you know who should be considered for a sponsored career with Prudential Preferred Properties.

I can be reached at:

rjollay@prupref.com or 312-264-1280.

I look forward to hearing from you soon.

Sincerely,



Rebecca L. Jollay
Director of New Agent Recruiting

One Liners for New Recruit Mailings

1. A new vision for the real estate profession. People first. To learn more, call Rebecca Jollay at 312-933-7885.
2. A small change in the way you do business can have a major impact in the business that you do. To find out how, call Rebecca Jollay at 312-933-7885.
3. Work smarter, not harder. (*With Prudential Preferred Properties*). Call Rebecca Jollay at 312-933-7885.
4. Open the doorway to new horizons. Find out how with Prudential Preferred Properties. Call Rebecca Jollay at 312-933-7885.
5. Commit to your success. We'll teach you how. Call Rebecca Jollay at 312-933-7885.
6. Top producers speak a different language. Learn that language at Prudential Preferred Properties. Call Rebecca Jollay at 312-933-7885.



SAMPLE POSTCARDS



QUANTUM
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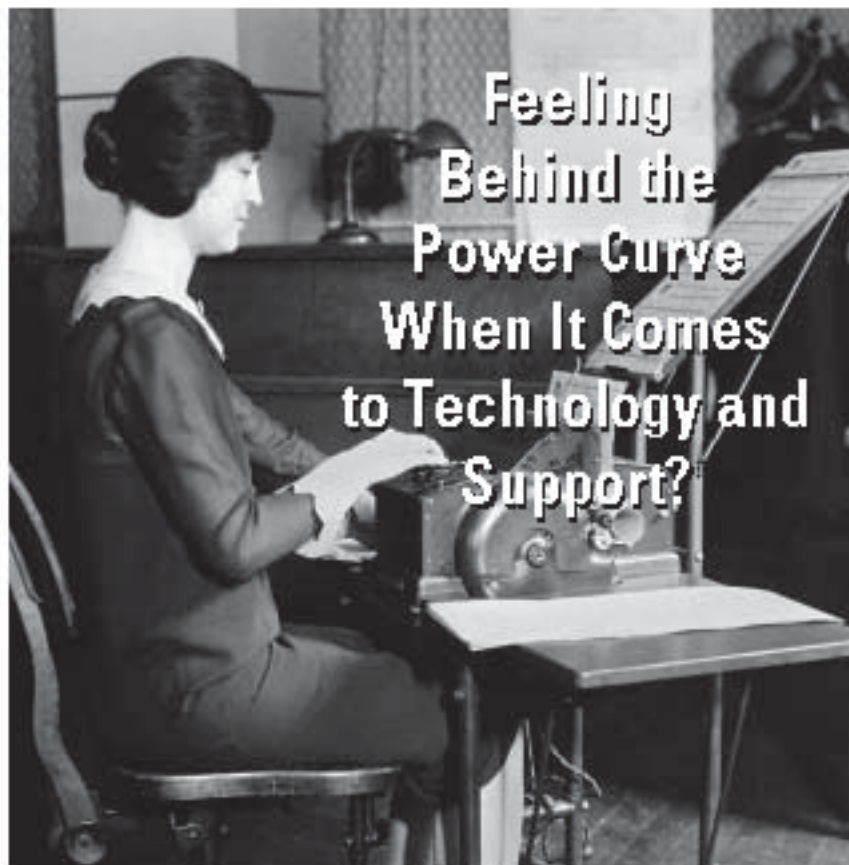
**Your
Real Estate
Career Not
Meeting
Your Expectations?**

**Dry Your
Eyes.**



Prudential | Preferred Properties

Call Rebecca Jollay
to learn more.
312.264.1200
www.prupref.com



**Feeling
Behind the
Power Curve
When It Comes
to Technology and
Support?**

**Not Our
Agents.**



Prudential | Preferred Properties

Call Rebecca Jollay
to learn more.
312.264.1200
www.prupref.com



Lost
on the
Path to
Success?

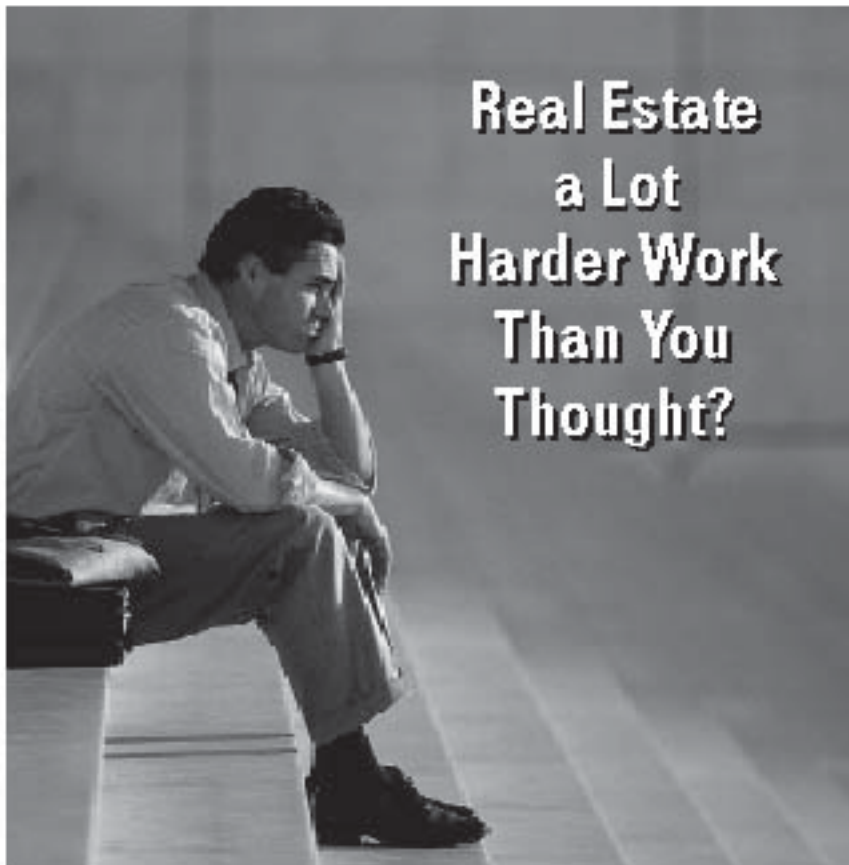
**We Have
Maps.**



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Real Estate
a Lot
Harder Work
Than You
Thought?


**Learn to Work
Smarter.**



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A black and white photograph of a hand about to drop two dice. The dice are in mid-air, one on the left and one on the right. The background is dark.

Feel As
Though Your
Destiny
Is a
Crap Shoot?

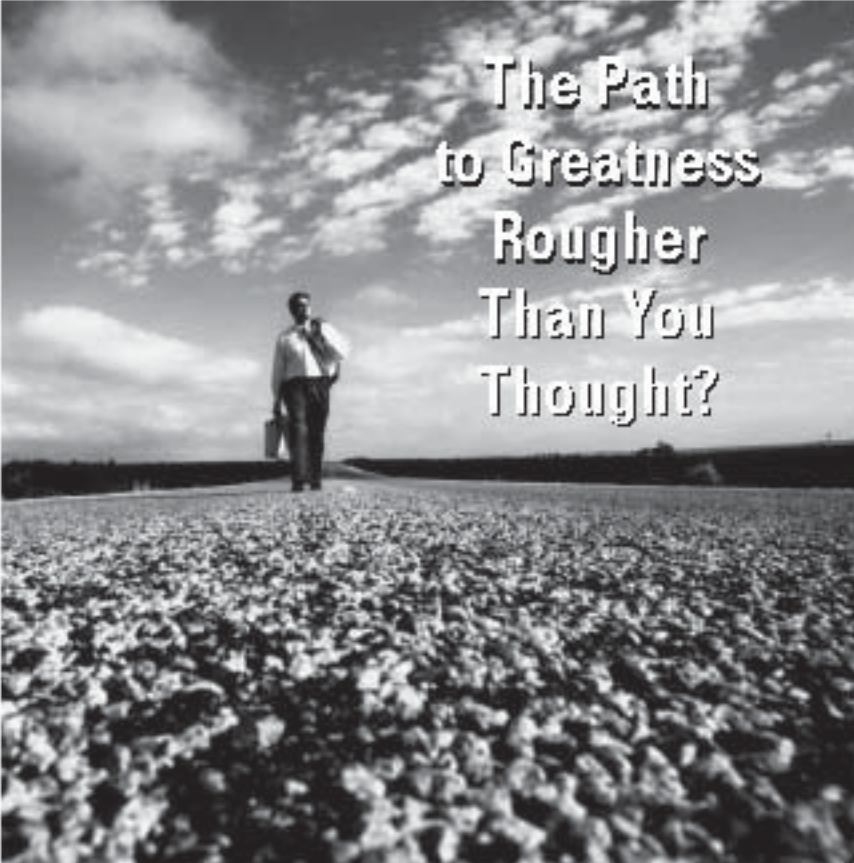
**We Can Show
You How to Win.**



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A black and white photograph of a man in a suit walking away from the camera on a wide, gravelly path that stretches into the distance. The sky is cloudy.

The Path
to Greatness
Rougher
Than You
Thought?

**We Can
Pave the Way.**



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