

ORIENTATION CHECKLIST

JTM Review:	Date Assigned, Initial	Date Completed, Initial	Sign-Off
Review Manual			
Action Monday (until graduation)			
Tech Skills (10 mandatory)			
SELL (4 days)			
Probing (3 days)			
QHT (3 days)			
Attendance:			
4 Absences			
8 Lates (2 = absence)			
Production:			
3 listings taken			
3 certified buyers			
1 Probing appointment			
Association paperwork complete			
Schedule Code of Ethics			
Board Orientation			
Obtain Key Card			
Register for Fast Start			
Meet with Branch Manager			
Meet with Office Administrator			
Office Orientation			
Phone System			
Phone Extension, voice mail set up			
Desk Assigned			
Office Key Issued			
Sales Meeting Info.			
Property Tour Info.			
Floor Time Requirements			
Marketing Coordinator:			
Order Business Cards			
(photo optional)			
Name Badge			
Announcements (optional)			
Name Riders			
Email (allow 7 business days from			
completion of association)			
Set up Utahhomes.com			
profile page			
Begin Assembling "SOI" List			
Obtain and Review Listing Packet			
Obtain and Review Buyer Packet			