

# Onboarding Schedule

Career Starter 



## Week 1

- Housekeeping - Keys
- Develop SOI list - 500 Names
- WHY Main Place Real Estate
- Meet the team
- Meet with Chris
  - Goal setting, ideal calendar, strengths & weaknesses

## Week 2

- Marketing & Business Development
  - Prepare marketing materials
  - Clean up SOI list & input in Boomtown
- System Training 1
  - Google & Gmail
  - MLS
  - Boomtown

## Week 3

- Lead Conversion
  - Phone conversations (shadow & roleplay)
- Buyer Client Training 1
  - Showings (example & shadow)
- System Training 2
  - MLS
  - Supra & Showingtime
  - Boomtown

## Week 4

- Personal Development
  - Revisit goals & ideal calendar
  - Vision board
- Buyer Client Training 2
  - Contract Training 1A: agency, financing, purchase offer, inspections
  - Showings (shadow)
  - Attend closings (ongoing)

## Week 5

- Buyer Client Training 3
  - Contract Training 1B: writing offers, presenting offers, e-signatures
  - Showings (shadow / supervision)
- System Training 3
  - Realist, GIS map, & Township assessor

## Week 6

- Lead Conversion
  - Buyer qualifying conversations (roleplay)
- Buyer Client Training 4
  - Contract Training 2A: contingencies, addendums & amendments, multiple offers, counter offers
  - Contract Training 2B: (roleplay)

## Week 7

- Lead Conversion
  - Homeowner presentations (roleplay)
- Buyer Client Training 5
  - Inspections (shadow & roleplay)
- System Training 4
  - Boomtown: lead central, lead profiles, drips, e-alerts, activity, texts, emails, log calls, notes
  - Intro to sisu: dashboard & goals, transaction & task management

## Week 8

- Business Development
  - Zillow: Set up & training videos
  - Opcity: Set up & training videos
- Working with Buyer Clients
  - Taking calls, scheduling showings, showings, making offers, transaction management
- System Training 5
  - sisu: trigger from Boomtown, form, tasks, docs



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