# Create a Sales Rep Job Description

**01**

## Spell Out Job Duties

 Daily Responsibilities

 Main Goals of the Position

 Speciﬁc Duties of the Position

## Identify Sales Targets

 Who Are Contacts?

 What is the Client Base?  Ratio Requirements

 Revenue Requirements

 **List Education Requirements ** Bachelor’s Degree Required?  Certiﬁcations?

 Licenses?

## List Experience Requirements

 What is the Rep Selling?

 Years of Experience Required

# Determine Compensation

**02**

 Commission Only?  Salary Only?

 Salary + Commission?  Salary + Bonus?

 Salary + Commission + Bonus?

 Hourly Only?

 Hourly + Commission?  Hourly + Bonus?

 Hourly + Commission + Bonus?

# Post Ad to a Job Board

**03**

 Job Ad Written

 Pre-screen Questions Added  Ad Posted to Job Board

# Screen Applicants

**04**

## Resume & Cover Letter Reviewed

 Experience in Industry?  Skills?

## Job History Veriﬁed Screening Phone Calls Scheduled

**Interview**

**05**

 Interview Scheduled with Top Candidates  Interview Questions Created

 Candidates Evaluated

# Create a Job Offer Letter

**06**

 Top Candidate Chosen  Offer Letter Written  Offer Letter Delivered

# Hire & Onboard

**07**

 [New Hire Checklist Created](https://fitsmallbusiness.com/new-hire-checklist/)  Offer Letter Extended

 Paperwork Collected

 New Employee Orientation & Onboarding Completed