



Do I need any experience for this position?

The Old Schoolhouse® does not require you to have any prior sales experience. We provide training for all new sales reps as well as a mentoring program as you get started working with companies. The Old Schoolhouse® is a virtual company relying heavily on email communication and works with various online programs. So, we are looking for candidates that are comfortable in using email and checking it regularly. Experience in the use of Microsoft Excel (Google spreadsheets), word processing, and the creation of Adobe pdf files is a plus.

How is the training for this position conducted?

The initial training is done through online training modules with questions that the candidates are expected to complete. This is a self-paced training program that is then followed up with a mentoring relationship as work is begun with actual assigned companies. The Sales Team also convenes the first Thursday of each month at 7:00pm EST via webinar for continuing education and team-specific updates. Attendance at the monthly sales meetings is an expectation of the position. If conflicts arise preventing you from attending, communication with the Sales Director is expected prior to the meeting.

Is the training paid?

Training is not paid time to you as a new sales representative, but it is important to note that there is also not a fee for this training.

Are there any start-up costs or hidden fees?

There are no hidden fees or start-up costs to new Sales Representatives with The Old Schoolhouse® Magazine. You are expected to have a desktop or laptop computer. Notepads, iPads, and other mobile devices are not recommended as your primary workstation for this position. It is preferred that you will have a printer attached to your workstation. Each Sales Representative is also expected to have a phone line that will be used as their contact line. An unlimited long distance calling plan for the country in which the representative is based is also a job requirement.

Is it a problem to use my home phone or personal cellphone for work?

It is not a problem to use your existing landline or cellphone for this position. It is expected that you will be the sole person to answer incoming calls from this line and that you will be able to set up your voicemail identifying yourself as a Sales Representative with The Old Schoolhouse® Magazine.

What will my compensation be for this position?

The position is commission-based with no base pay offered. You will submit a monthly sales invoice by the first of each month for payment of your commissions on paid sales from the previous month. The initial commission rate for this position is 15% of the sale amount on each sale. Your base commission rate has the potential to grow to 20% as your cumulative sales grow. Bonuses and incentives are offered regularly in addition to commissions earned.

The Old Schoolhouse® has Sales Reps that work both part-time and full-time. Their earning potential varies greatly based on their longevity in building relationships with their companies as well as the hours invested in the position. Some sales reps make a couple hundred dollars per month, while other regularly make in the thousands.

All sales representatives with The Old Schoolhouse® are brought on as independent contractors. Therefore, taxes are not withheld from your check. You will receive a 1099 form at the end of each calendar year for use in your personal tax preparation. As independent contractors, you will not receive life or health insurance or other benefits normally extended to hourly or salaried employees.

If I am joining on part-time, do I need to work every day?

There is great flexibility in your work schedule. With that said, it is crucial to understand that a key factor in your success as a Sales Representative is maintaining regular contact with your companies and being accessible to them when they are ready to do business. Accessibility is greatly enhanced through access to voicemail and email while away from home. Although we do not require you to work every day, it is important to note that you cannot always control when your clients will be ready to reply back to contact that you have initiated with them. For this reason, it is best to try to spread your hours a bit over all business days when possible. Additionally, you will need to be available during regular business hours in order to make live contact with your clients. Sales Representatives that attempt to manage their company contact strictly in the evenings or on the weekends have not proven successful.

Can I make my own schedule or are there specific hours I am required to work?

As stated previously, there is great flexibility in establishing your work hours. We do ask that you work a consistent number of hours each week. If you have a personal conflict or family vacation that should be communicated to your mentor as well as the Director of Sales. A majority of your work hours should be completed during regular business hours, taking into consideration the time zones of the clients with whom you are working. You will be asked to submit a weekly log each Monday morning with your anticipated work hours for the upcoming week.

Will I be required to travel as a Sales Rep with TOS?

All work done through the Sales Department is completed virtually. You will not be scheduling any face to face meetings with your clients or be required to travel.

Will we have to find our own companies?

The Old Schoolhouse® has a database of companies that publish and manufacture products appropriate for homeschool families. Many are curriculum companies, but others may offer other products which would interest families in our market. You will be provided a list of companies. Regular monthly contact with these companies is expected. As we see this regular contact being accomplished and there is available time for further outreach, there is always the potential to expand your company list. An expanded list can be equated with a greater earning potential for you as the Sales Rep responsible for these accounts.

Can I contact homeschool companies that we purchase our curriculum from to make sales?

If there are companies that you specifically would like to work with, we ask that the names of those companies and their company website be sent to the Director of Sales. She will investigate if these companies are in our database and if they are already assigned to another Sales Rep. If the company is new to The Old Schoolhouse® or currently unassigned, it will then be assigned to you. We ask that you only make contact with companies that are assigned to you in our sales database.

How long does it take to make your first sale?

The length of time for each Sales Rep to make their first sale really varies. Some reps make their first sale in the first month they are on staff. Others can take several months. Some factors that can affect this include: your available number of hours to work, your assertiveness in reaching out to your companies both by email and phone, your receptiveness in returning email and voicemail in a timely manner, and the readiness of your company to advertise. Some companies are new to the homeschool market and really need some introduction to our market. Once they understand the applicability of their products to the families in our niche market, they are much more ready to proceed. A key in developing a successful sales relationship with your clients is listening to their needs and then being determined to meet and exceed them. Sometimes you will find that the information you share and the discussion you have with them will generate the appetite to advertise to our market.

Are the first 30 days or 90 days a trial period?

We do not have a formal probationary period. Generally, there is an ongoing evaluation of the continued fit between the Sales Rep and The Old Schoolhouse®. If there are concerns about your job performance and availability, this will be addressed through additional training and accountability offered to help you get on the road to success. There are times that meetings are set up between a sales rep, his/her mentor, and the Director of Sales to discuss strategies for helping the rep to continue developing good work habits and skills.

How many current Reps are there?

The Sales Team at The Old Schoolhouse® is in a growth curve at this time. Homeschooling is growing both in the number of families that are choosing this educational path for their children and also the number of companies producing products for these families. The Sales Team is a conduit in helping to connect these two groups. For this reason, we are greatly expanding our team. We look forward to you potentially joining us if it is determined to be a good fit from both your perspective as well as considering our current needs at The Old Schoolhouse®.