

### ***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 begin working with companies. The Old Schoolhouse® is a virtual company that relies heavily on email communication and works with various online programs. So, we are looking for candidates who are comfortable 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 conducted through self-paced online training modules. Upon successful completion of this training, the new sales rep enters into a mentoring relationship and begins working with currently assigned companies. The sales team convenes the first Thursday of each month at 7:00 p.m. EST via a webinar for continuing education and team-specific updates. Attendance at the monthly sales meetings is an expectation of the position. If conflicts arise that prevent you from attending, communication with the Director of Sales is expected prior to the meeting.

### ***Is the training paid time?***

Training is not paid time to you as a new sales representative, but it is important to note that there is also no 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. A printer attached to your workstation is preferred. 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 to identify yourself as a sales representative with *The Old Schoolhouse® Magazine*.

### ***What will my compensation be for this position?***

Although this is a commission-based position, we realize that it can take time to build relationships and begin making sales. To that end, we offer our new Ad Sales Reps the opportunity to earn bonuses each month during their first year with The Old Schoolhouse® for simply completing certain criteria such as sending a certain number of emails out to your clients and making a certain number of phone calls. We want you to be successful and are here to help you every step of the way!

Please take a look at the chart below that will help explain the commission and bonus structure for the position.

<b><u>Months</u></b>	<b><u>Commission Rate on any sales made</u></b>	<b><u>Bonus if all Criteria are met</u></b>
<b>1, 2, 3</b>	<b>5%</b>	<b>\$250</b>
<b>4, 5, 6</b>	<b>5%</b>	<b>\$250</b>
<b>7, 8, 9</b>	<b>10%</b>	<b>\$225</b>
<b>10, 11, 12</b>	<b>15%</b>	<b>\$200</b>

#### **Longevity Bonuses:**

**18 Months - \$500 bonus if at least one sale is made in each month from month 13 to month 18.**

**24 Months - \$1000 bonus if at least 2 sales are made in each month from month 19- month 24.**

**Commission after 12 months ranges from 15% and 20% on any sales made.**

### ***If I am joining on apart-time basis, 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 available when they are ready to do business. This relationship is greatly enhanced through your 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 to your initial contact. For this reason, it is best to try to spread your hours across 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 who have attempted 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 I have to find my own companies to contact?***

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 that would interest families in our market. You will be provided with 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 mean a greater earning potential for you as the sales rep responsible for these accounts.

### ***Can I contact homeschool companies whose products I use with my own kids to make sales?***

If there are companies 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 find out 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 will it take to make my first sale?***

The length of time for each sales rep to make their first sale 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 hours of availability, your assertiveness in reaching out to your companies both by email and phone, your receptiveness to 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 may need an introduction to it. Once they understand the applicability of their products to the families in our niche market, they are typically 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 encourage them 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, these will be addressed through additional training and accountability offered to help you on the road to success. There are times when 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 to develop 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 choosing this educational path for their children and also the number of companies with products suitable for these families. The sales team is a conduit for helping to connect these two groups. For this reason, we are expanding our team. We look forward to your potentially joining us if it is deemed a good fit for both you and the current needs of The Old Schoolhouse®.

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