



The Seven Recruiting Sources:

1	ADS	<p>"Immediate opening for assistant to assist real estate executive. You should be an organizer, a fast learner, a positive person, and a great communicator. Good word-processing and computer skills are a must. You'll work in a fast-paced real estate office in ____ (City/State). We offer an exciting atmosphere in a people-oriented business. This is not an entry-level position. Your first step is to send your résumé to ____ (e-mail) or fax to ____ (fax number)."</p> <p>PLACEMENT SOURCES: Small local newspaper preferred.</p>
2	ALLIED RESOURCES	<p>"Hi, _____, this is _____ with _____ Realty. The reason I'm calling is to ask for your help. My business is expanding and I am looking to hire an outstanding person to help me take my business to the next level. The kind of person I'm looking _____ for _____ is: _____"</p> <p>_____</p> <p>Do you know of anyone who might fit this description? (Wait for answer and then ask for the appropriate means to contact them: Phone number, e-mail, etc.) Thank you for this lead. I really appreciate it. May I also ask you, if you were in my shoes, whom you might call to see if they knew of a good person for this opportunity?"</p>
3	JOB WEB SITES	<p>Go to your favorite Internet portal (Yahoo.com or Google.com) and search for job sites with the following key words: job site, employment listings, employment connection, job postings, career search, etc.</p> <p>Local sites, which are typically sponsored by your local newspaper, are best.</p>
4	TEMPORARY EMPLOYMENT AGENCIES	<p>Hire a temporary employment agency. Go interview three to four temporary agents and choose one or more. These agencies will screen candidates in advance for you. The upside with a temp is you get to try out an individual with no commitment. The downside is the candidates get to work for you with no commitment either, and you may have to try out many to find a good fit (all the while paying more on an hourly basis than you otherwise would). Should you hire someone permanently, be sure to read the fine print as to your costs. You may have to pay their agency one to two months in salary as compensation.</p>
5	PERMANENT EMPLOYMENT AGENCIES	<p>Hire a permanent employment agency. Go interview three to four temporary agents and choose one or more. These agencies will screen candidates in advance for you. The upside is that they screen better candidates in general. The downside could be the cost. Should you hire the candidate, you may pay one to two months of their permanent salary to the employment agency.</p>
6	OTHER AGENTS IN YOUR MARKETPLACE	<p>Another place to look for talent is in your own marketplace. Look for agents or office staff from other companies that have a solid reputation and might be looking for a career change. Possibly someone looking for:</p> <ol style="list-style-type: none"> 1. Job salability with growth opportunities 2. Flexible hours 3. Training and experience (new agents)
7	REAL ESTATE SCHOOLS	<p>Go teach, make presentations, and have "career opportunity" flyers at all the real estate schools or licensing schools in your area. Finding people brand new to the business has its advantages over hiring people with more experience—the new agents have no bad habits to break.</p>