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**Employee Training Script : *Tortoise Roofing***

*(script for receptionist for use in response to employment inquiries)*

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## **Tortoise Roofing – Phone interview for inquiries about canvassing job**

### **Initial response to inquiry:**

1. Discuss who we are
  - a. We are Tortoise Roofing, a roofing company.
2. Lightly touch on canvassing position
  - a. Canvassers are door-to-door appointment setters, which is the first phase in the process of selling a new roof. We'll provide you with a script to follow, and you'll go out with a group to the neighborhoods we're working in, where you'll offer potential customers an appointment with a roof specialist for a free inspection. For each appointment you set that results in a sale, you get a commission of \$100. The work is part-time, about 2 ½ hours a day, and once your appointments start piling up, you can easily earn as much as if you were working full-time in most other jobs.
3. Does this sound interesting to you? Any questions about the position?

### **Further explanations about:**

1. *Money / Earnings*
  - a. Once you have the script and the process down, which is very simple and doesn't really take any time, you should expect to be making 2-4 appointments an hour or more. You're also free to work extra hours, if you like, during the day or on the weekends. Since each appointment is a potential \$100, you can seriously make \$1000 a week or more once your appointments start moving.
2. *Hours*
  - a. We leave the office every weekday at 2:30, and stop canvassing at 5:00. We also go out on Saturday at 10am until some time in the afternoon, but that's optional.

### **Questions for applicant:** (*indicate answers on phone interview form*)

1. Do you have any door-to-door experience?
2. Do you have any experience in sales or telemarketing?
3. Do you have reliable transportation? Will you be able to get to work on time?

### **Gather Personal information:**

1. Name
2. Phone Number
3. Day they'll come in for interview

### **Instructions to appear for an interview:**

1. Come in for your interview (*whatever day they can*) at 2:00pm. If you'd like to start right away, be ready to work the same day at 2:30—bring a clipboard, a few pens, water, and wear nice pants and shoes. Be prepared for the weather.