

RECRUITER EVALUATION & PERFORMANCE SYSTEM (REPS)

RATED NCO's NAME: (First, Last, M.I.)

RANK / GRADE

DATE:

COMPETENCE:

O Duty proficiency; MOS Competency

O Technical &tactical ; knowledge, skills, and abilities

O Sound judgment

O Seeking self-improvement; always learning

O Accomplishing task to the fullest capacity; committed to excellence

TASK / ACTIONS:

If left BLANK, indicates RRNCO was not evaluated

PLANNING / ADMINISTRATION

1. Current Mission Year to Date: **Assigned:** _____ **Accomplished:** _____
2. Does RRNCO have a viable Time Management Work Plan?
Short Range Plan (Current Month) Mid Range Plan (Three Months Out) Long Range Plan (One Year Out)
3. Is Microsoft Outlook Calendar, RZ Calendar, or Recruiter PLAYBOOK used to manage time?
4. Are MEPs closings / Saturday processing / RSP & Unit drill dates / Community events / High School Events / Holidays / Personal Leave documented?
5. Are Schools / NG Unit / Marketing / Media Activities included in RRNCOs recruiting plan?
6. Are current regulations on hand? AR 601-210, Army NG Accessions Options Criteria, SMOMs, NG Pam 601-1, and AR 40-501
7. Does the RRNCO have a system in place to follow-up on leads and appointments?

E Excellence	S Success	NI Needs Improvement	NMI Needs Much Improvement
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PROSPECTING (Building Trust, Prepare, Execute, Address Concerns, & Close)

8. Does RRNCO **Build Trust** / establish rapport / listen actively?
9. Is the APPLE-MD process used effectively to avoid wasting time on unqualified leads
10. Does RRNCO **Prepare** / Review information / Set objectives / Plan interview strategy?
11. Does RRNCO **Execute** / Ask targeted questions / Present Targeted Solutions / Check for acceptance?
12. Does RRNCO **Address Concerns** / Ask questions to understand / Acknowledge / Answer Honestly?
13. Does RRNCO **Close** / Reinstate Benefits / State next Logical Steps / Ask for Commitment?

SCHOOL ASSIGNMENTS (High School & College)

14. Is RRNCO gaining positive access to all schools in assigned area? (visiting once a week)
15. Is assigned High School / College information entered into RZ or Recruiter PLAYBOOK? (TAB 2)
16. Are school events documented on **Short / Mid / Long** range time management work plan?
17. Are High School & College COIs / VIPs identified in RZ or in the Recruiter PLAYBOOK? (TAB 2)
18. Is the latest High School SASVAB list on hand? Are up coming SASVAB test identified?

LEAD GENERATION

19. Is RRNCO gaining leads from assigned Schools, Community, and Unit involvement?
20. Is RRNCO telephone prospecting regularly? (At least three nights a week)
21. Is RRNCO actively canvassing assigned area? (NG posters, flyers, or business cards, etc.)
22. Does RRNCO have NG marketing material in HS library, JROTC, VO-TECH, & Career Center
23. Is RRNCO conducting **Monthly** class room presentation or lunch room display in each school?

RECRUITER EVALUATION & PERFORMANCE SYSTEM (REPS)

PHYSICAL FITNESS & MILITARY BEARING: ☐ Mental and physical toughness
☐ Endurance and stamina to go the distance ☐ Displaying confidence and enthusiasm; looks like a Soldier

If left BLANK, indicates RRNCO was not evaluated

E	S	NI	NMI
Excellence	Success	Needs Improvement	Needs Much Improvement

TASK / ACTIONS:

1. Does RRNCO meet Army Physical Fitness standards?
2. Does RRNCO meet Army Height / Weight standards?
3. Does RRNCO maintain a professional appearance? (uniforms, haircut, etc.)
4. Does RRNCO display enthusiasm, drive, and have a positive attitude towards job?

LEADERSHIP: ☐ Mission First ☐ Genuine concern for Soldiers
☐ Instilling the spirit to achieve and win ☐ Setting the example, Be, Know, Do

TASK / ACTIONS:

1. Does RRNCO display self motivation and initiative in accomplishing assign mission?
2. Does RRNCO set a good example for others or new RRNCO's to follow?
3. Does RRNCO conduct service after the sale and make efforts to take care of enlistments to avoid training pipeline losses?
SHIP RATE: _____
4. Does RRNCO work towards team cohesiveness?
5. Does RRNCO cultivate and build relationship with COI's & VIP's?
6. Does RRNCO contact key unit personnel monthly? (Readiness NCO, 1SG, Commander)
7. Does RRNCO contact unit members on a regular basis? (especially soldiers close to ETS)
8. Does RRNCO demonstrate the desire for self improvement(s)?

TRAINING: ☐ Individual and Team ☐ Mission focused, performance oriented
☐ Teaching Soldiers how; common tasks, duty related skills ☐ Sharing Knowledge and experience to fight, survive, win

TASK / ACTIONS:

1. Does RRNCO brief assigned unit(s) with the latest National Guard Benefits?
2. Did RRNCO attend a Service School during the last 6 moth? **SCHOOL:** _____
3. Does RRNCO have effective presentation and interview techniques?
4. Does RRNCO share recruiting knowledge and experiences?
5. Is RRNCO knowledgeable on AR 601-210, ARNG Accessions Options Criteria, & SMOM's

RESPONSIBILITY & ACCOUNTABILITY: ☐ Duty proficiency; MOS competency
☐ Sound Judgement ☐ Accomplishing tasks to the fullest capacity; committed to excellence
☐ Technical & Tactical; knowledge, skills, and abilities ☐ Seeking self-improvement; always learning

TASK / ACTIONS:

1. Does RRNCO meet suspense dates with reports / information requested?
2. Does RRNCO maintain assigned GSA vehicle? (oil change, cleanliness, body damage)
3. Is RRNCO's GSA and government travel card used within GSA regulations / and guidelines?
4. Is RRNCO's office neat, clean, and professional looking?
5. Is there 100% accountability, care, and maintenance of assigned equipment?
6. Does RRNCO respond back to phone calls / emails / test messages within a responsible time frame?
7. Does RRNCO make suspense deadlines established by NCOIC, Company, or Battalion?

RECRUITER EVALUATION & PERFORMANCE SYSTEM (REPS)**PLAN OF ACTION** for Needs Improvement **(NI)** or Needs Much Improvement **(NMI)****COMPETENCE**

PLANNING / ADMINISTRATION

PROSPECTING (Build Trust, Prepare, Execute, Address Concerns, & Close)

SCHOOL ASSIGNMENTS (High School & College)

LEAD GENERATION

PHYSICAL FITNESS & MILITARY BEARING**LEADERSHIP****TRAINING****RESPONSIBILITY & ACCOUNTABILITY**

Signature of Counselor: _____

Date: _____

Signature of RRNCO Counseled: _____

Date: _____