

LESSON PLAN

Daily Production Review (DPR)

DISCUSSION POINT

- I. Presentation
 - A. Daily Production Review (DPR)
 - 1. Purpose: The DPR is the tool that allows the Chain of Command to review, plan, adjust, and train to recruiting activities on an ongoing basis.
 - 2. The RINC is required to ensure that enough activity is scheduled and accomplished by each recruiter to attain mission of the NRS/NRRS and to contribute to the Zone and NRD mission as well as their personal goals.
 - 3. A DPR must be conducted every working day.
 - 4. Designed to be OJT between the RINC and recruiter.
 - B. Guidelines to better prepare for an effective DPR (Readiness).
 - 1. Look at each applicant record and ensure completeness/correctness of the following:
 - a. Basic applicant information. Are the name, address, and phone number correct?
 - b. Check race, ethnic, sex, and educational level.

RELATED INSTRUCTOR ACTIVITY

Ref: 1133.2 series Recruiting Leadership and Management Manual

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- c. Does the record show information regarding education, Grad year and employment?
- d. Is the blueprinting information updated? Any drug usages or police involvement should be explained in remarks. Is medical history documented?
- e. Is all Sales Activity documented?

2. Remarks.

- a. Did you log time and location for the scheduled appointment?
- b. Did you talk to someone, get a best time to contact (BTTC)?
- c. Make a recommendation to the RINC on where to place the applicant record (e.g., Inactive, Work Force, Working Tickler). This should be the last entry on the record.

3. Applicant Log.

- a. Did you add any new appointments or interviews?
- b. Are all the blocks completed?

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- c. Do you have dates for the next scheduled processing activity?
- d. Does the record accurately reflect the sales call?
- 4. School Folder. Look at the School Folder for any schools visited that day.
 - a. All of the entries for the scheduled visit must be completed or rescheduled at the RINC's discretion.
 - b. Make sure the folder is updated to reflect the most current faculty members and student population.
 - c. Make notes about with whom you spoke and what you spoke about.
 - d. Be thinking and planning what you want to accomplish on the next visit, Teachers to meet etc.
- 5. Area Canvassing. You must evaluate how effective your area canvassing was.
 - a. Did you get any interviews, appointments, or referrals? If not evaluate the Smart board and All Services Accession Data to see if this is a territory that was successful for other recruiter's.
 - b. Did the trip run as scheduled?

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- c. Did you meet any new COI's or hang any posters?
6. Planner
- a. Review the recruiter's plan for any changes.
 - b. Be prepared to discuss your plan with the RINC and schedule some time in your plan to contact DEP personnel and COIs in the areas that you are going to visit.
 - c. When you get your working tickler these should be records from these areas loaded, so that you can pre-prospect.
7. Plan the rest of your daily activities by looking at the Prospecting Plan. Determine the number of appointments, interviews and new contracts you still need in order to accomplish fair share of the NRS/NRRS goal or personal goal, whichever is higher, and plan the time to accomplish the necessary prospecting.
8. If you have taken the time to review all of these items and build your plan accordingly, the DPR will go smoothly and will help you be more efficient sales professional.

RELATED INSTRUCTOR ACTIVITY

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- C. Daily Production Review from RINC to Recruiter
- a. The RINC is the front-line supervisor in Navy Recruiting. He/she is responsible for ensuring that the mission of the NRS/NRRS is accomplished. Navy Awareness is constantly generated by scheduling and attaining sufficient prospecting / processing activity within the NRS/NRRS.
 - b. Each day the RINC must review all scheduled activities and determine if each recruiter's plan will allow the recruiter to contribute their fair share to the NRS/NRRS mission, as well as accomplish his/her personal goal.
 - c. The RINC must keep the Chain of Command informed on all production and personnel issues within the NRS/NRRS.
 - d. As each new recruiter checks in to the NRS/NRRS, the RINC must train the recruiter how to prepare for, and what to expect at a DPR.
 - e. During the DPR, the RINC will review, analyze, and adjust the recruiter's plan. Remember if adjusting the PEW numbers to adjust the activity.
 - f. The formal DPR will be held once each workday and will be scheduled on the Station Planner as well as the Recruiters Planner.