

LESSON PLAN
ERPMS

DISCUSSION POINT

- I. Presentation
 - A. Station Planner: Developing a station planner is the primary tool used to indicate prospecting to be accomplished in order to achieve the stations assigned goal.
 - 1. RinC will build a station planner using input from the recruiter's weekly planner (RinC will utilize a minimum of current plus next four weeks of station planners).
 - 2. RinC will prepare the station planner by entering all previously scheduled or planned activities and events.
 - 3. Missed activity must be rescheduled and adjustments made. All scheduled prospecting activity not accomplished must be made up and updated as necessary during each DPR.
 - 4. Plan a sufficient amount of prospecting based on the recruiter's own average from Production Evaluation Worksheet (PEW).
 - 5. At the end of each week, prior to building the plan for the next week, the RinC must analyze the station planner.

RELATED INSTRUCTOR ACTIVITY

Ref: 1133.2 series Recruiting Leadership and Management Manual

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- B. Monthly Planner/ Itinerary: Each CR, Z/S, NRD Trainer and NF Recruiter shall maintain a Monthly Planner/ Itinerary to be published and distributed to each NRS and key NRD and MEPS personnel.

- C. Applicant Logs: Will be used to track the applicant from initial appointment until final disposition.
 - 1. Each Recruiter, RinC, Zone Supervisor and NF Coordinator will maintain a current month applicant log. The Z/S must maintain a separate applicant log for each NRS and update each log during the DPR.

 - 2. The key to accurate applicant logs is the thorough documentation of the Rtools applicant records to include the proper sales activities.

 - 3. RinCs must properly annotate executive screens on qualified applicants who decline to enlist on applicant logs and/ or R-Tools/Cirims.

- D. Production Evaluation Worksheet (PEW): An Analysis of applicant logs/planners to determine future processing/prospecting requirements.
 - 1. A prospecting plan must be developed by taking into consideration the number of processing days in the month, the previously known activity that was already written on the planner, and the average number of people the recruiter needs to interview.

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2. To ensure PEW accuracy, all activity attained on the planner should match the appointments and interviews on the applicant log. Total attainments at the bottom of the applicant log will match the attained activity on the PEW.
 3. Each recruiter, RinC, Z/S and CR shall maintain a current month Production Evaluation Worksheet (PEW).
- E. Retention of logs and planners.
1. Station planner. Retain current month plus previous twelve months.
 2. Applicant Logs. Retain current month plus previous twelve months.
 3. Recruiter's Weekly planner. Each individual recruiter will maintain a weekly planner and retain for twelve months.
 4. Production Evaluation Worksheet (PEW). Retain current fiscal year plus previous fiscal year.