



The Marshall Plan “WEEKLY 100 POINT SHEET” ©2012

Daily Activity	Weighted Points	Monday (/)	Tuesday (/)	Wednesday (/)	Thursday (/)	Friday (/)
Marketing Attempt	1					
Marketing Presentation	1					
Marketing Send Out 1	15					
Matching Send Out 1	15					
Subsequent Send Out	15					
Job Order	10					
Matching Company	3					
Matching Candidate	3					
Reference Check	2					
Search Attempt	1					
Search Presentation	1					
Recruited Individual	3					
Client Visit	10					
Hiring Mgr Prep	5					
Candidate Prep	5					
Hiring Mgr Debrief	5					
Candidate Debrief	5					
Placement	100					
TOTALS						
Work Days Since It. Pl.						
Hot Sheet						
Action Calls						
Hours Worked						

Name _____ Company _____

Signature _____ Date _____



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Daily Activity	Weighted Points	Monday (/)	Tuesday (/)	Wednesday (/)	Thursday (/)	Friday (/)
Marketing Attempt	1	8	9	4	13	13
Marketing Presentation	1	2	3	0	3	4
Marketing Send Out 1	15	0	2/30	6/90	1/15	1/15
Matching Send Out 1	15	0	0	0	0	0
Subsequent Send Out	15	0	0	0	0	0
Job Order	10	0	0	0	0	0
Matching Company	3	0	3/9	0	0	4/12
Matching Candidate	3	3/9	2/6	0	0	0
Reference Check	2	0	0	0	0	0
Search Attempt	1	20	7	6	20	22
Search Presentation	1	7	0	0	3	5
Recruited Individual	3	2/6	2/6	0	0	2/6
Client Visit	10	0	0	0	1/10	0
Hiring Mgr Prep	5	0	0	0	0	0
Candidate Prep	5	0	0	2/10	0	0
Hiring Mgr Debrief	5	0	0	2/10	2/10	0
Candidate Debrief	5	1/5	0	0	2/10	1/5
Placement	100	0	0	0	0	0
TOTALS		57	70	120	84	82
Work Days Since It. Pl.		8	9	10	11	12
Hot Sheet		-	-	-	-	-
Action Calls		12	8	0	6	13
Hours Worked		9	9	9	9	9

Name _____ Company _____

Signature _____ Date _____



KEY – The Marshall Plan “WEEKLY 100 POINT SHEET” ©2012

Marketing Attempt	Picking up the telephone and dialing it
Marketing Presentation	Marketing presentation—regardless of the result
Marketing Send Out 1	First-time send out arranged through marketing
Matching Send Out 1	First-time send out arranged through matching on an existing job order
Subsequent Send Out	Subsequent interview—2 nd , 3 rd , 4 th , etc.
Job Order	Job order (position description)
Matching Company	Presentation of a candidate to a hiring manager with an existing job order
Matching Candidate	Presentation of an existing job order to a candidate
Reference Check	Reference check
Search Attempt	Picking up the telephone and dialing it
Search Presentation	Search presentation—regardless of the result
Recruited Individual	Recruit hit
Interview in Office	Non-recruit interviewed in your office
Recruit in Office	Recruit interviewed in your office
Client Visit	Visit client at their location
Hiring Mgr Prep	Hiring manager prep for face-to-face/telephone interview
Candidate Prep	Candidate prep for face-to-face/telephone interview
Hiring Mgr Debrief	First time the hiring manager is debriefed after the interview
Candidate Debrief	First time the candidate is debriefed after the interview
Placement	Offer and acceptance

Work Days Since Last Placement	Only days you work count—not holidays or weekends
Hot Sheet candidate)	Ongoing interviews—½ credit for each side (company or



Action Calls

Marketing presentations, search presentations, matching company and matching candidate

Hours Worked

Hours worked on that particular day



SPECIAL NOTE

The minimum GOAL is to achieve either 100 points or 25 action calls on a daily basis!

