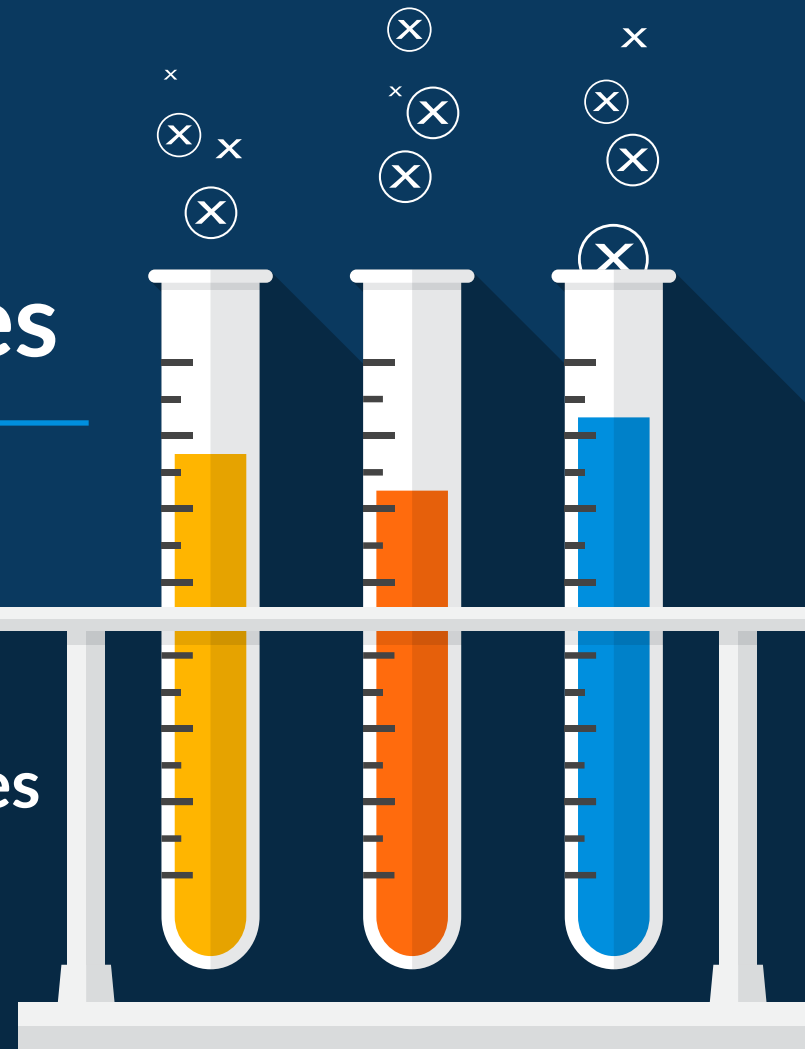


4 Key Factors for Sourcing New Rookies

Part 2: Screening

The Mortgage Leader's
Formula for Success Series



*Energizing people.
Elevating results.*

XINNIX
THE MORTGAGE ACADEMY

Minimizing Recruiting Mistakes Begins with Sourcing Effectively

To gain a competitive advantage and grow your business quickly, the quality of your new Loan Officers is dependent on this very important step. There are four important factors when sourcing new talent:

In this ebook we are focusing on Key Factor #2 : SCREENING



#1 Locating (and positioning)

This section aids your search for new talent by providing you with locations to consider, an example job description (to assist you in building your own) and tactics to locate and position yourself in front of talented sales professionals.

To reference Part 1

[CLICK HERE](#)



#2 Screening

This will assist you in sorting through resumes, offering proven traits of successful new Loan Officers to compare with your applicants and tips on how to conduct a “pre-interview” screening over the phone and conducting the face-to-face interview.



#3 Assessing

This walks you through two assessments designed specifically to uncover sales aptitude and further refine your search for new Loan Officers.



#4 Compensation








This section provides you with production expectations, a hypothetical compensation plan, general break-even scenarios and return on investment considerations.





SCREENING

Screening candidates during the application process gives you the opportunity to quickly sort through both desirable and unsuitable applicants. Initial methods of screening potential new hires are through resume review and a brief phone interview. When performing either of these screening methods consider these recommended core criteria when determining a candidate's strengths:

-  **Employment history and stability**
-  **Earnings history**
-  **Sales background**
-  **Size of database (network)**
-  **Quality of referral sources**
-  **Business success**
-  **Personal drive**



Along with these criteria, XINNIX completed an extensive review of 50 top-producing Loan Officer graduates from our ORIGINATOR program (New Loan Officer Training) in an effort to identify similarities in their professional and/or personal backgrounds. We compared each graduate's prior work history, earnings history, sales experience, educational background, local spheres of influence and sales beliefs/attitudes in an effort to better understand factors related to their success.

Here are several traits XINNIX identified as common to successful new Loan Officer candidates:

- Excellent verbal communication skills.
- Ability to build long term relationships with referral sources including, but not limited to: realtors, builders, financial planners, CPAs, and attorneys.
- Need to achieve in a highly competitive sales environment.

If you're interested in receiving the complete list of common traits of successful New LO Candidates click below:

GET FULL LIST



Once a candidate has successfully passed your initial screening, it is time to schedule the face-to-face interview. We highly recommend you create questions for both phone and in-person interviews. These questions should be geared towards identifying the key attributes listed on your job description.

Rejection letter: As you receive countless “unqualified” candidates, it is important to give your applicants a status on their resume. There are three reasons for you to send a rejection letter:



1. It helps the candidate move on to other opportunities: They may have applied for many positions but might be solely relying on your company's opening for their next job.
 2. It keeps them from wondering about their status: Searching for a job is tough enough, sending a rejection letter promptly is a respectful business practice.
 3. It is quite possible the candidates will need a mortgage in the future and your company's reputation and brand is being reflected.
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Contact us today and learn how
XINNIX can transform your business.

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