

# REAL ESTATE AGENT ONBOARDING

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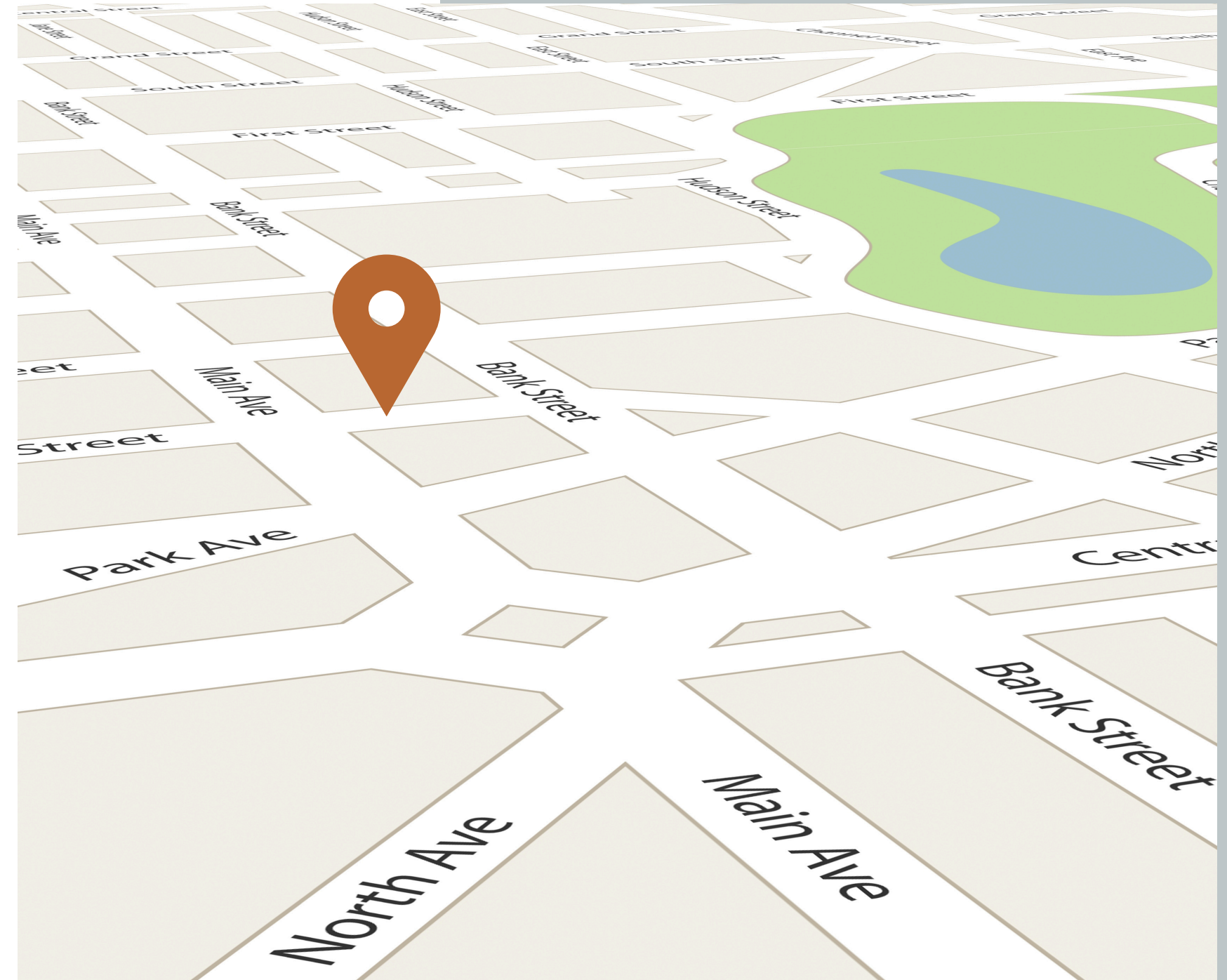
teaching tool



# New Agent Onboarding Plan: 30–60– 90 Days

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Welcome to our team! This document outlines your onboarding journey over your first 90 days. Each phase is designed to help you learn, grow, and succeed in your new role as a real estate agent.





# First 30 Days: Orientation & Foundation

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- Complete all required paperwork, including HR forms, licensing, and compliance documents.
- Set up your company email, MLS, CRM, and any other software accounts.
- Attend a welcome meeting and office tour; meet your team and learn about our company culture.
- Receive and review your welcome packet, which includes company policies, training manuals, and resources.

## 1st 30 Days (cont.)

- Get your business cards, name tag, and professional photos taken.
- Set up your online profiles (Zillow, Realtor.com, LinkedIn, etc.).
- Begin learning about our lead generation tools, daily routines, and scripts.
- Start building your sphere-of-influence list.
- Attend onboarding trainings on company systems, real estate regulations, and basic skills.
- Shadow experienced agents on listing presentations, buyer consultations, and showings.
- Set personal goals for outreach and learning.





## Days 31–60: Production Focus & Skill-Building

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- Attend advanced training sessions on contracts, negotiations, and transaction processes.
- Begin regular prospecting: make daily calls, send emails, and network with potential clients.
- Use contact management and marketing systems to organize your leads.



## Days 31–60: Production Focus & Skill-Building (Cont.)

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- Set production targets (e.g., number of contacts, appointments, signed clients).
- Meet weekly with your mentor or manager to review progress, ask questions, and adjust your approach.
- Develop and refine your personal marketing plan and materials.



# Days 61–90: Integration, Independence & Growth

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- Actively work with buyers or sellers under supervision; take the lead on a transaction if ready.
- Attend advanced trainings on business planning, negotiation strategies, objection handling, and time management.
- Track and report your activity and results; evaluate your progress toward your goals.

# Days 61–90: Integration, Independence & Growth (cont.)

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- Begin managing paperwork and transactions (with support), including submitting offers and handling contract-to-close details.
- Participate in team meetings, networking events, and industry-related sessions.
- Schedule a formal feedback and review session at day 90 to assess strengths, identify areas for growth, and plan for the next quarter.





This plan is designed to support your success and help you become a confident, productive member of our team. If you have any questions or need help at any stage, please reach out to your manager or mentor.