

SEAVWORKS

Work for you  
Hundred of Miles

Work for you  
...s and Private  
Visits



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- ✓ YOU ARE your institution
- ✓ Dress/Act professionally at all times
- ✓ Know your stuff!
- ✓ Be confident of answers to FAQ
- ✓ Keep catalog, other references handy if needed
- ✓ If you don't know an answer, promise (and deliver) requested information when you return
- ✓ Always be honest
- ✓ Learn to handle the difficult questions/people

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- ✓ Use down time or program breaks for prospect card coding, entering prospect cards on laptop

## Post-Travel Activities

### Post-Travel Activities

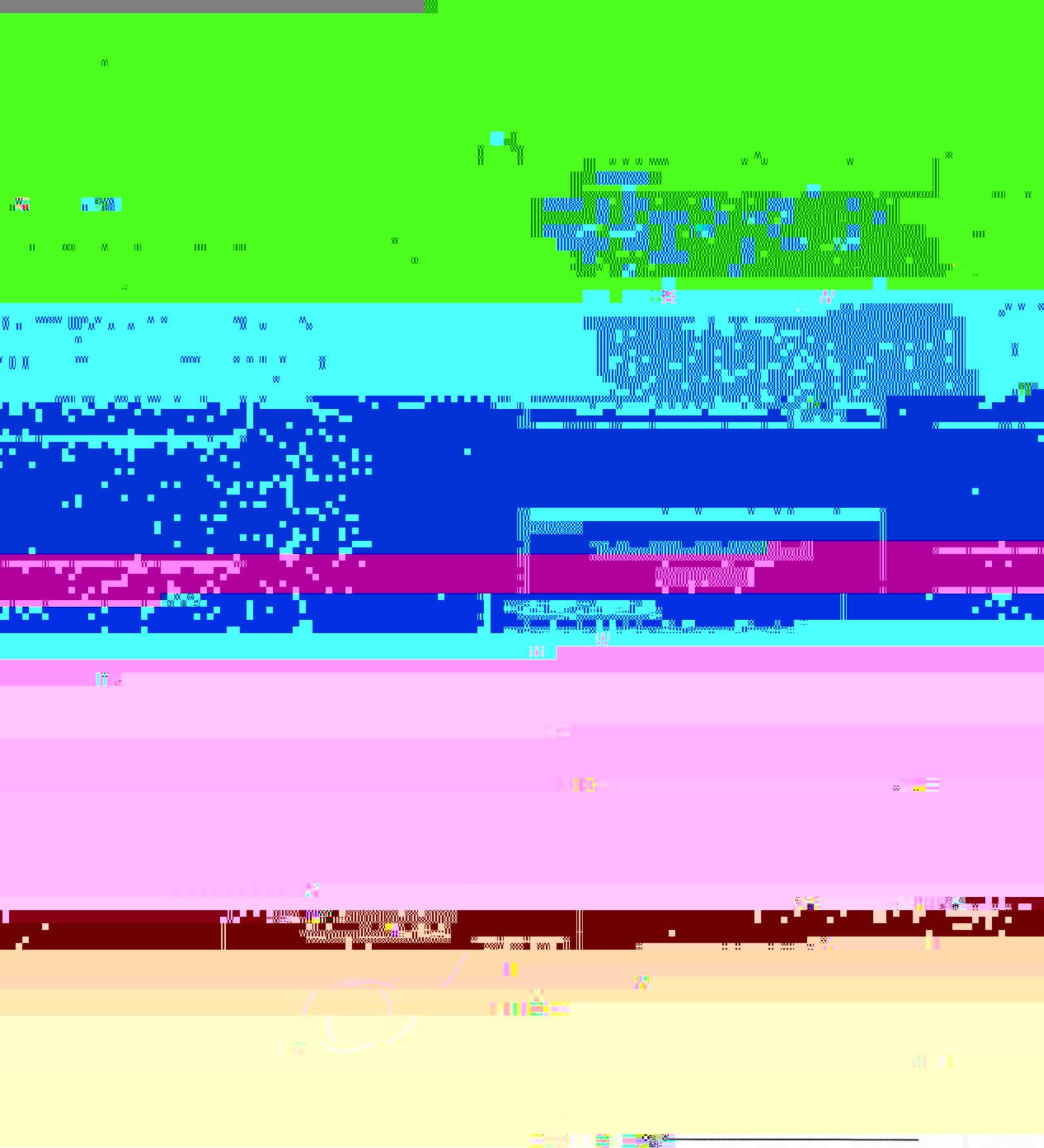
- Unpack unused materials
- Complete paperwork (reimbursements, etc.)
- Evaluate the program/visits
- Contribute good notes, suggestions, travel file for future travelers' reference
- Look forward to future road trips!



#### Contact Information:

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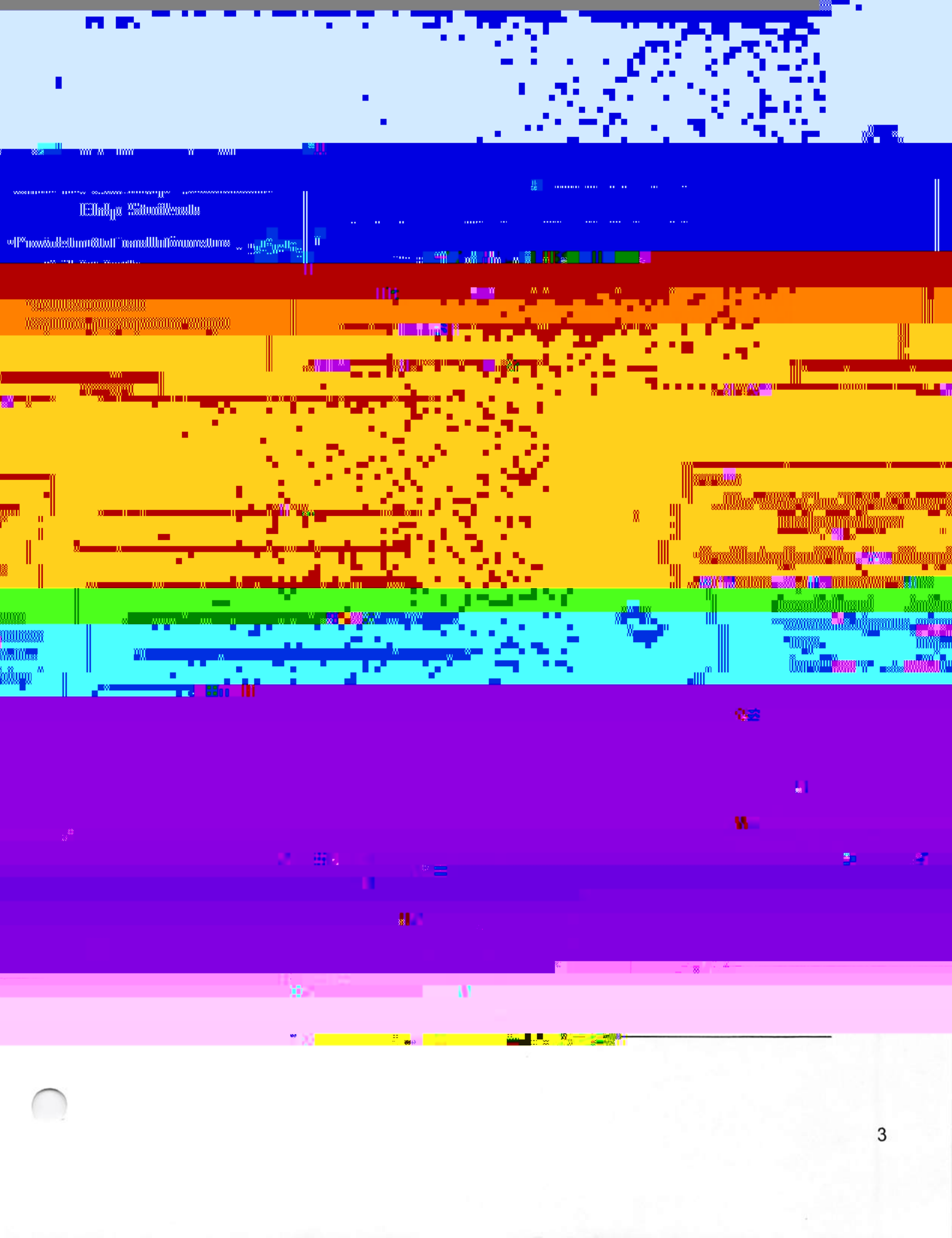


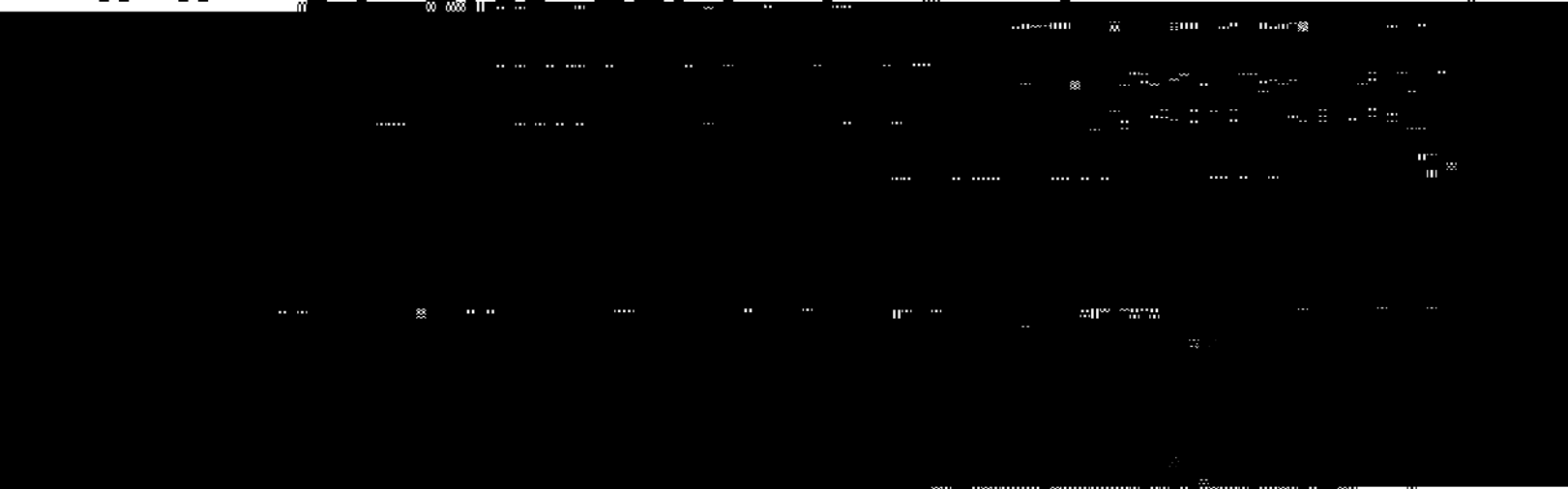
DIS I ACCO

Provide access to

Prepare and submit application materials

www.sandwich.com







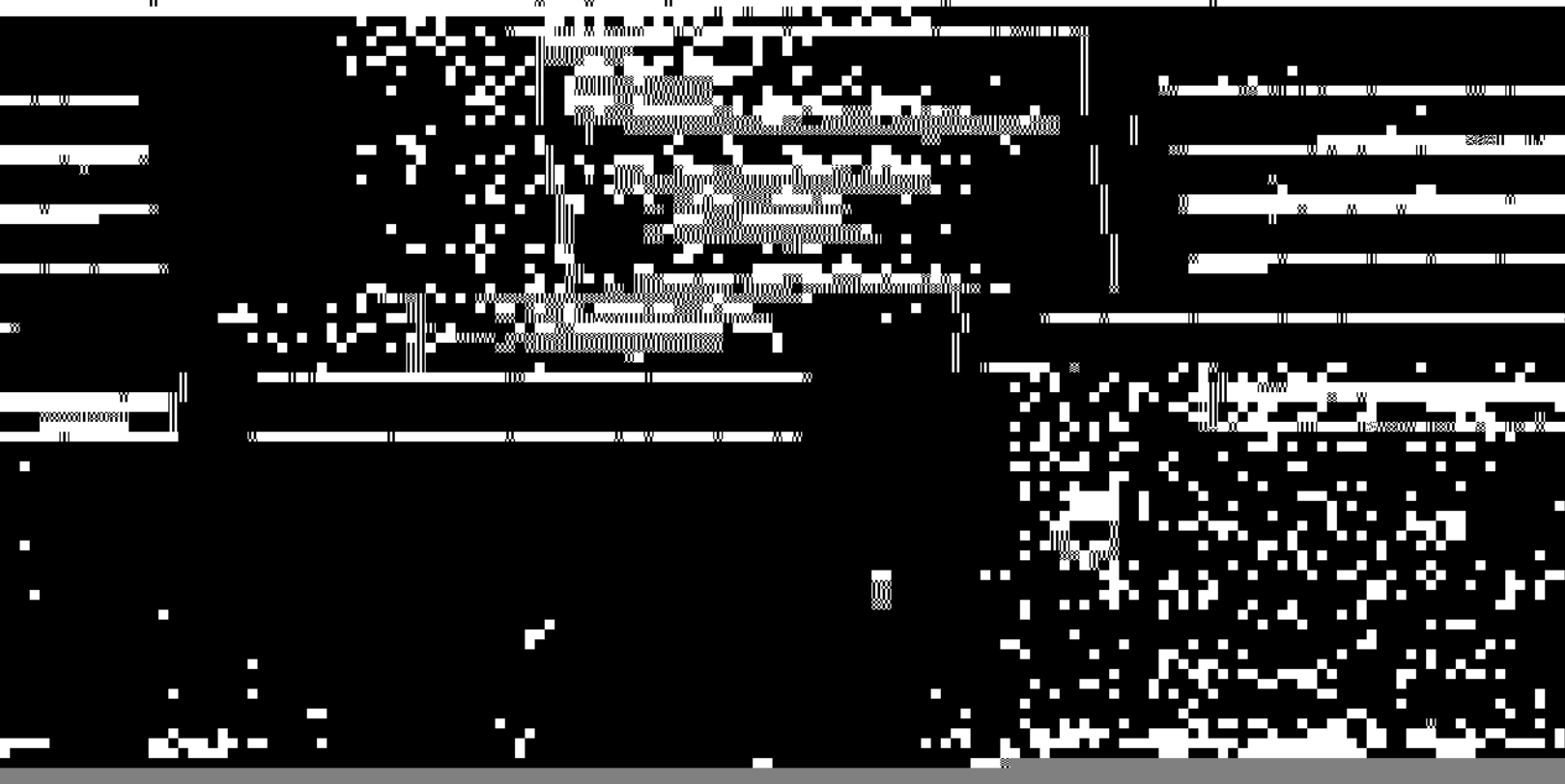
## Step Two: Research of Schools / Counselors

- Request information from previous territory managers
- Consult Enrollment Planning Service (EPS) data
  - Review school profile/websites

AP Central

# Step Three:

## Personalize Introductio



### Step Five: Evaluate Annually

- 1. Evaluate ALL Course Instructors
  - Request Written Evaluation
  - Compare Enrollment Report



SEMIWORKS

## Transfer Counselors

5. Provide the following information for each transfer counselor:

KEYWORDS

## Group Discussion

Scenario # 3: You arrive for your scheduled

Due to an oversight on the counselor's part