

# New Hire Roadmap Checklist

9/19/2011

WEEK 1	Learning Module	Session Dates/Time	date completed	Brief Overview
<p><b>This course must be completed within 7 day(s) of enrollment</b></p>				<p><b>Your first week</b> at XO is all about getting to know our company, products, services, procedures, and policies. Much of your time this week will be spent reading documentation and learning how to prepare a presentation. Most of your sales activity for the first few weeks will be riding along with and observing senior sales representatives, and beginning to prospect for your own opportunities. As you move into Week Three you will be given more direct responsibilities.</p>
<input type="checkbox"/>	New Employee Page	Online	_____	
<input type="checkbox"/>	<a href="#">Meet XO Presentation</a>	Online	_____	
<input type="checkbox"/>	<a href="#">Ethics Replay</a>	Online	_____	
<input type="checkbox"/>	<a href="#">CAN-SPAM Policy Review</a>	Online	_____	
<input type="checkbox"/>	Business Services Comp Plan	Online	_____	
<input type="checkbox"/>	<a href="#">XO Corporate Travel Site Review</a>	Online	_____	
<input type="checkbox"/>	General Telecommunications Assessment	Online	_____	
<input type="checkbox"/>	<a href="#">LiNX Overview and Navigation for Sales</a>	Online	_____	
<input type="checkbox"/>	1-on-1 Business Plan review	On the Job Training	_____	
<input type="checkbox"/>	<a href="#">XO Connects - INSite</a>	Online	_____	
<input type="checkbox"/>	Week One Activity Summary	Online	_____	
<input type="checkbox"/>	Review Book of Business with your SM	On the Job Training	_____	

WEEK 2	Learning Module	Session Dates/Time	date completed	Brief Overview
<p><b>This course must be completed within 14 day(s) of enrollment</b></p>				<p><b>Your second week</b> focuses on developing your sales presentation and management skills. In addition, you will begin using the XO Playbook and learn how to attract referral partners by learning about the Business Connections program. Sales activity will still be largely observational in preparation for Week Three when you will take a larger role in presentations.</p>
<input type="checkbox"/>	<a href="#">XO Playbook - Navigation</a>	Online	_____	
<input type="checkbox"/>	XO Playbook - Sales Process	Online	_____	
<input type="checkbox"/>	<a href="#">LiNX Activities</a>	Online	_____	
<input type="checkbox"/>	XOnboard Voice Services Module 1	Online	_____	
<input type="checkbox"/>	XOnboard Voice Services Module 2	Online	_____	
<input type="checkbox"/>	<a href="#">Business Connections Certification</a>	Online	_____	
<input type="checkbox"/>	<a href="#">Proposal Development</a>	Online	_____	
<input type="checkbox"/>	<a href="#">Credit Overview for Sales</a>	Online	_____	
<input type="checkbox"/>	<a href="#">Understanding the Customer Welcome Kit</a>	Online	_____	
<input type="checkbox"/>	Week Two Activity Summary	Online	_____	
<input type="checkbox"/>	Review Book of Business with your SM	On the Job Training	_____	

WEEK 3	Learning Module	Session Dates/Time	date completed	Brief Overview
	<input type="checkbox"/> XOnBoard Live Learning event	<b>Course session that requires you to select specific session dates later</b>		<p>During <b>your third week</b> of employment (can be sooner or later based on class availability and your hire date), you will have the opportunity to participate in XOnBoard, a one week course where you will learn about XO Services, Systems and Sales Process. This content assumes that you have a foundational knowledge of telecom technologies and business-to-business sales skills, but will help individuals of all skill levels increase their knowledge and improve their selling skills.</p> <p>Please work with your manager to enroll in the XOnBoard course and make your travel arrangements.</p> <p>If you are not participating in XOnBoard during your third week, please continue to week four.</p>
	<input type="checkbox"/> Products Overview Assessment	Online		
	<input type="checkbox"/> Review Book of Business with your SM	On the Job Training		

WEEK 4	Learning Module	Session Dates/Time	date completed	Brief Overview
<b>This course must be completed within 28 day(s) of enrollment</b>				<p><b>Your fourth week</b> focuses on prospecting to fill your sales funnel, creating XO solutions, and conducting appointments. During this time, your manager will continue to help answer questions and provide you feedback on your sales and learning activities. You will also continue work on your pitch book and learn about the XO Business Center.</p>
	<input type="checkbox"/> <a href="#">XO Business Center</a>	Online		
	<input type="checkbox"/> Week Four Activity Summary	Online		

WEEK 5	Learning Module	Session Dates/Time	date completed	Brief Overview
<p><b>This course must be completed within 35 day(s) of enrollment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Sales and Order Process</a> Online</li> <li><input type="checkbox"/> <a href="#">ICB Process for Business Services</a> Online</li> <li><input type="checkbox"/> <a href="#">ASC - The Mini - Series</a> Online</li> <li><input type="checkbox"/> Week Five Activity Summary Online</li> <li><input type="checkbox"/> Review Book of Business with your SM On the Job Training</li> </ul>				<p>Your fifth week continues to focus on prospecting and other sales activities. You should have several prospects in your sales funnel and, if you have not already done so, you should be moving closer to your first sale. There are fewer learning activities, as you should already have a good feel for XO Services, Systems, and Processes.</p>

WEEK 6	Learning Module	Session Dates/Time	date completed	Brief Overview
<p><b>This course must be completed within 56 day(s) of enrollment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Week Six Activity Summary Online</li> <li><input type="checkbox"/> New Hire Road Map Final Assessment Online</li> <li><input type="checkbox"/> Review Book of Business with your SM On the Job Training</li> </ul>				<p><b>Your final week</b> of the roadmap continues to focus on prospecting and other sales activities. In addition, you will also complete all of the learning activities associated with the new hire roadmap. Doing so will prepare you to complete the final assessment. The assessment reviews all of the materials presented during the six-week program.</p>