

New Mentee Checklist

At West + Main Homes, we require all newly licensed agents to have the supervision and support of a seasoned agent Mentor from our brokerage. New agents will seek out a great mentor fit who they believe will work well with them as they get their first few contracts under their belt. Together, the new agent and mentor will chart a course for learning the ins and outs of real estate and building a foundation from which to launch your real estate career.

To augment this mentorship, West + Main provides all of the tools within our brokerage to help you succeed in real estate – an ongoing company-wide training curriculum, a library of recorded content, live learning opportunities such as monthly property tours, plus regular discussions with experts from across the industry.

A. First Things First

Before we get you going on your mentor search, a few basic tools to help you get acclimated:

- Bookmark the W+M Agent Toolbox (<https://brandfolder.com/portals/wm-agent-toolbox>)
- From the Toolbox, find & install Slack on your computer and then download Slack to your phone (this is how we communicate with each other at West + Main)
- Also from the Toolbox, click on BrokerMint to make sure you have access (more on this later)
- Activate the membership for your local Realtor Association (e.g. DMAR if you are in Denver Metro)
 - NOTE: Activating your local membership will trigger membership to CAR and NAR

B. Preparing for Your Mentor Interviews

While we have many great mentors available to help you on your journey, finding the right one will be a blend of personality, learning style, and organization. Here are some of the questions to think through prior to your first interview.

- What are your goals in real estate?
- What is your learning style?
- What is your optimal working environment?
- What are you looking for in a mentor & how can they best meet your needs?

C. Finding Your Mentor

We will provide you with a list of mentors that are currently accepting interviews for new mentees. In most cases, we will do an introduction over Slack. You will then take it from there!

- Schedule a time to meet with each of your potential mentors
- As you meet with each potential mentor, ask yourself: “Will we be good working together?” and “Does their teaching style match my learning style?”
- Once you found a good fit, execute a Mentorship Agreement with your new mentor
- Slack a PDF copy (no photographs please!) of the executed Mentorship Agreement to @Ashley, @Stacie, @Malisa, @lisahoyer & @NickD
- Contact the other mentors you interviewed with to thank them

D. What Else Should You Be Working on Right Away

While searching for a mentor, there are several important activities that you should be doing to get your business started:

- Start compiling your database
- Go back to your Agent Toolbox, find the Class Replays and then start watching the following classes:
 - Open Houses 201
 - Lending 101
 - Title 101
 - When you finish these 3, keep going as you have time!
- Watch the 8-Week Summer Workshop taught by Allie Carlson further down the Class Replays page (while not a Ninja installation, it is a great introduction to Ninja and our values at West + Main)
- Take the online Fairhaven class offered by NAR @ fairhaven.realtor to learn the importance of Fair Housing – a pillar at West + Main!
- Take the Intro class at ReColorado
- Take the Beginner CTM class to learn how to navigate the contract software
- Register for your Intro to Ethics class with your local Realtor Association
- Find and take an Annual Commission Update class

E. Prior to Your First Mentor Meeting

To ensure you hit the ground running with your mentor, please make sure ALL of the items on this list are complete prior to your first meeting. It is a lot and it is all very important. If you are unable to finish these items prior to your meeting, please let your mentor know so that you can reschedule your time.

- Complete all onboarding tasks in BrokerMint and send to @Ashley
- Confirm access to the BrokerMint Library (after completing previous onboarding task)
- Setup access to the MLS in your local area (e.g. REColorado if you live in Denver Metro)
- Setup access to CTM (this is your contract software)
- In Slack, check your (and request if needed) access to the following channels:
 - #menteelounge
 - #floorduty
 - #openhouses
 - #property-tour
 - #workinghardforthemoney
- Confirm access to REW and download the app to your phone (our internal CRM)
- Confirm access to When I Work & download the app to your phone (where you will sign up for floor shifts)
- Connect with @Jimmy to learn the scoop about floor shift protocols

F. The First Meeting with Your Mentor & Beyond

As you prepare for your first meeting of many with your mentor, it is important to understand a few important facts:

- To be an agent at West + Main means we treat everyone with the utmost respect, do business the right way and go above & beyond to help our people
- Your mentor is not your boss; they are a guide to help you find your way in real estate by sharing their learnings, processes, successes, misses and best practices
- Your mentor is there to review ALL of your contracts
- Even with a mentor, be constantly seeking out opportunities to learn & grow, whether through the various opportunities within West + Main (for example, join an A-team!) or through other learning sources
- Be proactive – your business is your responsibility & you have to put in the effort to be successful
- You can do this! We are all here to support you