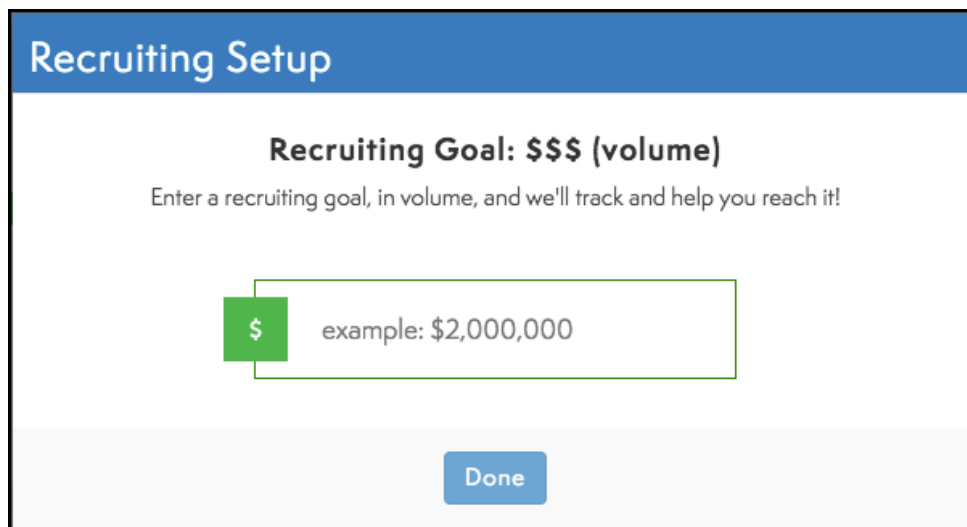


Setting Talent Goals

Keeping an eye on your goals throughout the year is a great way to make sure you are on track to achieve those goals! Check out how to see and edit your goals in your Talent Dashboard!

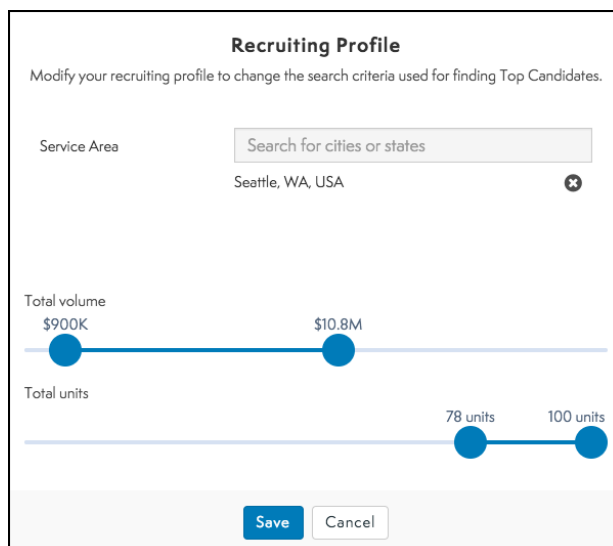
Setting Talent Goals

1. When you first log into your Talent Dashboard, it will ask you for a goal of how much you want to bring into the brokerage for this year.



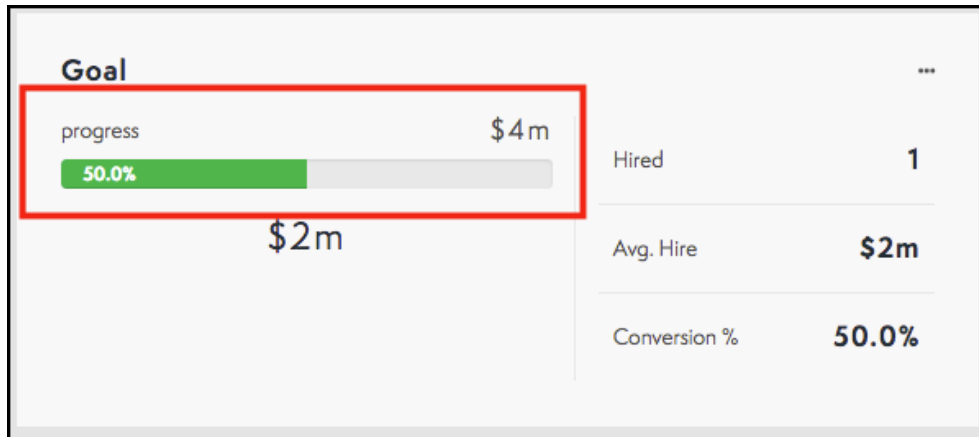
The screenshot shows a 'Recruiting Setup' interface. At the top, there is a blue header with the text 'Recruiting Setup'. Below the header, the main heading is 'Recruiting Goal: \$\$\$ (volume)'. Underneath this heading is the instruction: 'Enter a recruiting goal, in volume, and we'll track and help you reach it!'. A text input field is shown with a green border and a green square containing a dollar sign (\$) to its left. The text inside the field is 'example: \$2,000,000'. At the bottom of the form, there is a blue button labeled 'Done'.

2. You will be asked to create an Agent Profile. This will ask you questions about what type of agent you are looking for.

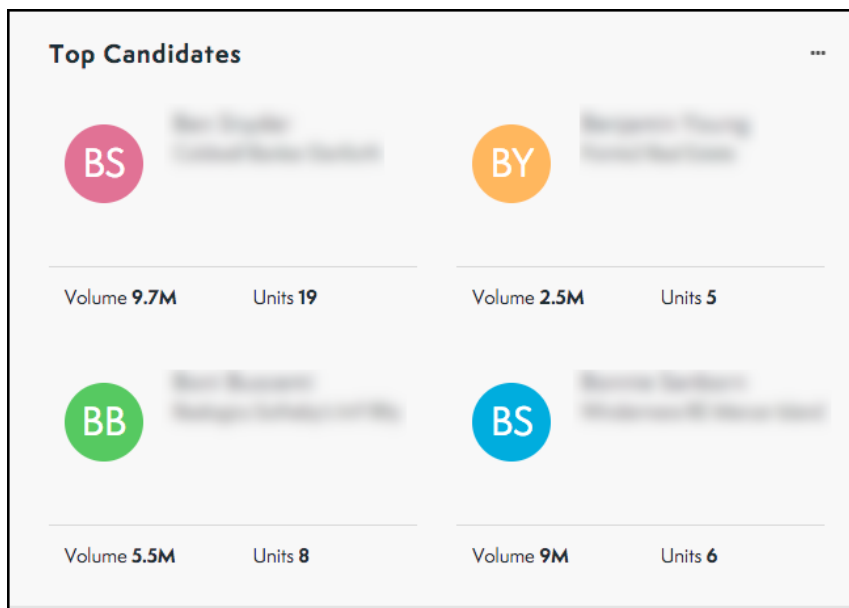


The screenshot shows a 'Recruiting Profile' interface. At the top, there is a blue header with the text 'Recruiting Profile'. Below the header, the main heading is 'Recruiting Profile'. Underneath this heading is the instruction: 'Modify your recruiting profile to change the search criteria used for finding Top Candidates.'. Below the instruction, there is a 'Service Area' section with a search input field containing the text 'Search for cities or states'. Below the search field, the text 'Seattle, WA, USA' is displayed next to a small 'x' icon. Below the 'Service Area' section, there are two sliders. The first slider is labeled 'Total volume' and has a range from '\$900K' to '\$10.8M'. The second slider is labeled 'Total units' and has a range from '78 units' to '100 units'. At the bottom of the form, there are two buttons: a blue 'Save' button and a white 'Cancel' button.

3. From your Dashboard you will be able to see your goals! This will show you the progress of your goals throughout the year!

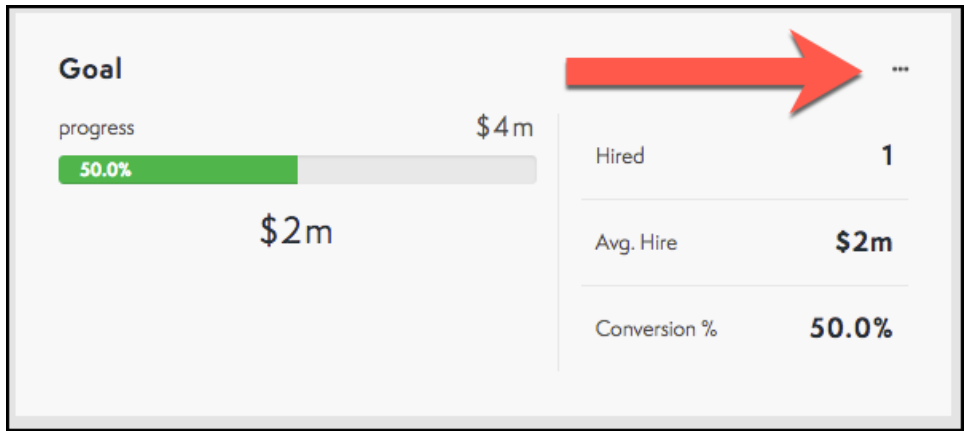


4. You will also be able to see your Top Agents, that match your agent profile. This will make the top agents available to you right from your dashboard!

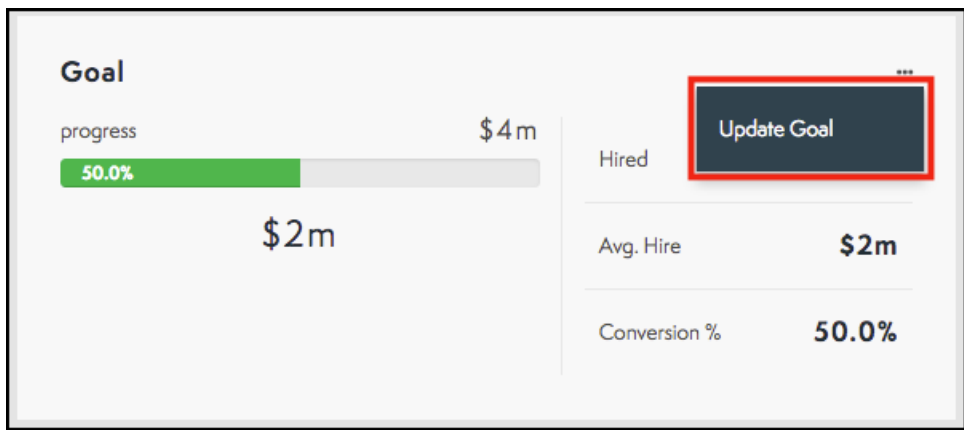


Changing your Goal

1. Select the actions button in the top right corner of your Talent Goals Module.



2. Select Update Goal.



3. Here you can update your goal!

Update Recruiting Goal

Recruiting Goal: \$\$\$ (volume)

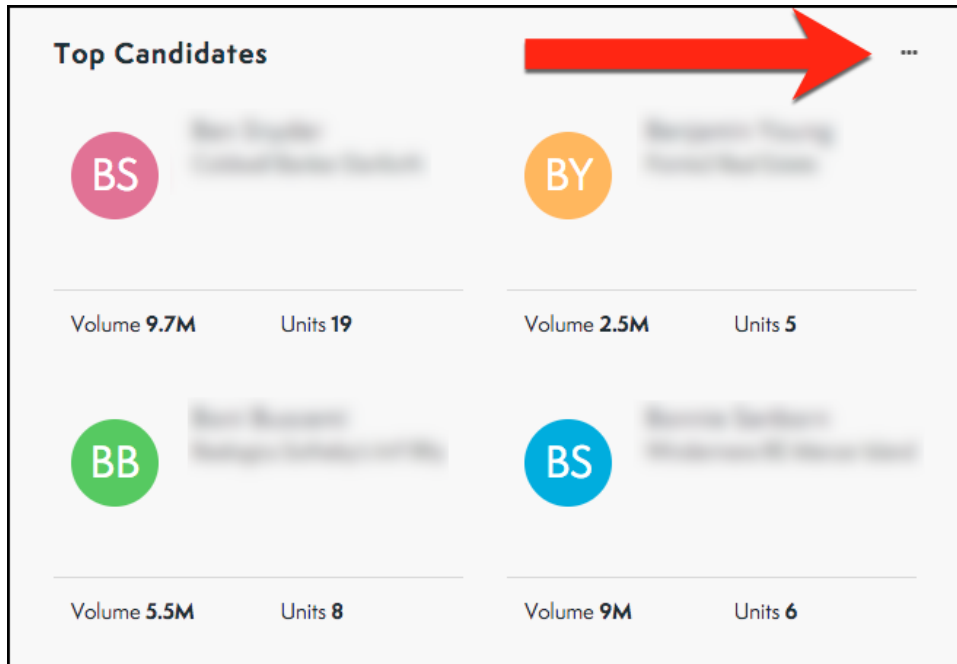
Enter a recruiting goal, in volume, and we'll track and help you reach it!

\$

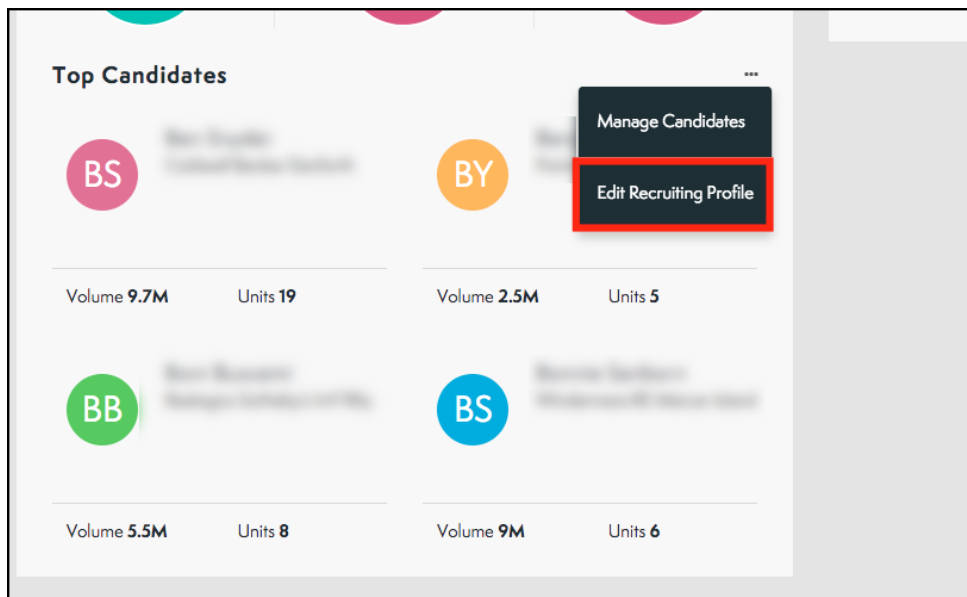
Finish
Cancel

Changing your Agent Profile

1. From your dashboard, select the **Actions Button** on the Top Candidates part of the dashboard.



2. From the drop down menu select **Edit Recruiting Profile**.



3. From here you can edit the Recruiting Profile!

Edit Recruiting Profile

Recruiting Profile

Modify your recruiting profile to change the search criteria used for finding Top Candidates.

Service Area

Seattle, WA, USA



Total volume

\$900K

\$10.8M

Total units

78 units

100 units

Save

Cancel