Center for Professional Selling  
Sales Internship Information Request

http://marketing.mccoy.txstate.edu/internships/salesinternships/employerguidelines.html

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SALES INTERNSHIP INFORMATION</th>
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<tbody>
<tr>
<td>Name of Company</td>
<td>Cintas Corporation</td>
</tr>
<tr>
<td>Contact Information</td>
<td>25 Cypress Blvd Round Rock, Tx 512-388-9709</td>
</tr>
<tr>
<td>Name of Contact</td>
<td>Tito Romero, Human Resource Specialist</td>
</tr>
<tr>
<td>Address</td>
<td>Same</td>
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<tr>
<td>Phone</td>
<td>512-388-9709</td>
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<tr>
<td>Email</td>
<td><a href="mailto:romerot@cintas.com">romerot@cintas.com</a></td>
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<tr>
<td>Start Date of Internship</td>
<td>TBD</td>
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<tr>
<td>Number of Interns Needed</td>
<td>TBD in Austin/San Antonio area</td>
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<td>Job Description (Attach)</td>
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Keep in mind that the internship requirements are: Summer Semester 8 weeks and 160 hours. If you have any questions, please contact me at either my email or cell number. Thank you for your support.

A Wayne Noll  
Sales Internship Coordinator, 
Senior Lecturer, Department of Marketing  
McCoy College of Business Administration  
AN23@txstate.edu 210-872-6655 Cell
JOB DESCRIPTION

JOB TITLE: Scholar - Sales

RESPONSIBLE TO: Sales Manager

RESPONSIBILITIES: Experience and develop the skills necessary to sell Cintas services and products.

I. JOB REQUIREMENTS:

A. Sales Knowledge - Begin to develop a proficiency in sales knowledge in each of the four categories below and learn how to translate this knowledge to Cintas prospects:

1. Products - Understand the unique features and benefits of our product line.

2. Services - Understand the scope of our services and the uniqueness of the methods and systems we employ.

3. Operations - Understand the practical and financial aspects of how our operations function.

4. Competitive Activities - Understand the strengths and weaknesses of each competitor in the market.

B. Planning - Develop the skills necessary to manage time and a territory effectively.

1. Begin to develop the necessary phone and field selling skills to achieve a sales territory.

2. Organization - Organize sales activities as directed with assigned Sales Reps to maximize their time spent in face-to-face selling.

3. Work on assigned projects.

C. Positive Impact - Develop the traits needed to make a positive impact on all prospects and customers.

1. Enthusiasm - Display enthusiasm and treat all partners and prospects with respect.

2. Appearance - Display professionalism in appearance and mannerisms at all times.
3. Impact - Samples, sales aids and personal grooming are neat, clean and fresh looking.

D. Self-Improvement - Constantly work on self-improvement and learning.
   2. Development - React positively to evaluations, appraisals, and feedback and work to improve development objectives. Do everything possible to prepare for a Cintas Sales Rep or Sales Trainee position.
   3. Observe Senior Reps in all aspects of the sales process to develop the skills needed to achieve a territory.

E. Compatible with Cintas Culture
   1. Integrity - Maintain social, ethical and organizational norms of Cintas. Conduct business activity, at all times, in a manner consistent with the company's corporate culture, policies and procedures.
   2. Work Ethic - Consistently make the kind of effort necessary to accomplish sales goals. Be prompt and display competitive urgency at all times. Follow Cintas Code of Conduct & Business Ethics at all times.

F. Sales Support
   1. Assist in prospect identification process.
   2. Assist in requalification of existing prospects.
   3. Assist in generating appointments for Sales Reps.
   4. Assist in fulfillment of prospect seeding and follow-up.
   5. Assist in new account measuring and paperwork.
   6. Assist in direct and catalog sales.

G. Assist sales forces in every way possible to meet or exceed new business projections.

H. All other duties and tasks as assigned.

II. PERSONAL REQUIREMENTS:
   A. Communication
      1. Listening – Extract information from conversations.
2. **Oral Communication** - Effective expression in individual or group situations (includes gestures and non-verbal communication).

**B. Interpersonal/Sales Traits**

1. **Sensitivity** - Act with consideration of the feelings and needs of others.

2. **Tenacity** - Stay with a sales plan until the objective is achieved or is no longer reasonably obtainable.

3. **Persuasiveness** - Gain agreement and acceptance of ideas, plans activities and recommendations.

4. **Impact** - Create a good first impression, command attention and respect, and show an air of confidence.

5. **Enthusiasm** - Display genuine interest, excitement and eagerness toward job, company and prospects.

6. **Behavioral Flexibility** - Modify behavior to reach a goal. Demonstrates versatility.

7. **Adaptability** - Effective in various environments and situations and with various personality styles.

8. **Resilience** - Handle disappointment and rejection while staying effective.

9. **Initiative** - Is a self-starter. Take action to achieve goals beyond what is necessary called for.

10. **Empathy** - Take a sincere interest in what the prospect really needs to improve his business.

**C. Job Fit**

1. **Self-Reliance** - Cope well in competitive sales situations with little supervision.

2. **Character** - Operate within the character of our company (philosophy, integrity, policies and procedures).

3. **Enthusiastic** - Motivated by selling (interested, enthusiastic and committed to the sales function).

4. **Professional** - Competent and consistent Sales Representative; good at the job and knows why. Maintains a professional appearance and professional persona at all times.

**B. Compatible with Cintas Culture**
1. Integrity - Maintain social, ethical and organizational norms of Cintas.

2. Work Ethic - Consistently make the kind of effort necessary to accomplish sales goals.

III. TRAINING REQUIREMENTS:

   A. Scholar Training Guide.

Disclaimer Statement: This job description is not intended, nor should it be construed to be an exhaustive list of all responsibilities, duties, skills, or working conditions associated with a particular job. It is intended to be only a general description of the principal requirements common to positions of this type.