

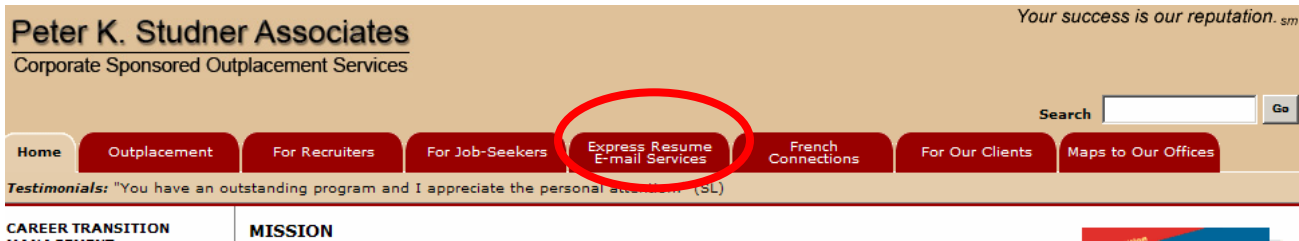
Peter K. Studner Associates

Executive Outplacement • Career Assessment • Spouse Relocation • Retirement Programs
Entrepreneurial Counseling • Career Transition Workshops

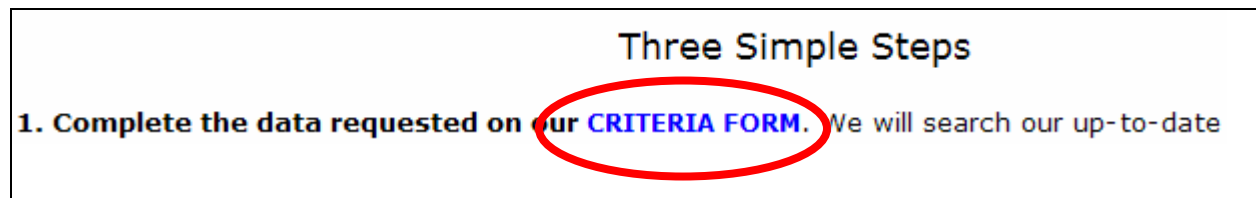
RECRUITER DATABASE CRITERIA FORM ON SUPERJOBSEARCH.COM

We have made available our **criteria form** for creating your customized recruiter database at SuperJobSearch.com.

To enter criteria for your recruiter database, please go to the following page on our website: http://www.superjobsearch.com/html/criteria_form.php. You may also reach this page by going to <http://www.SuperJobSearch.com> and clicking on the “Express Resume E-mail Services” tab:



Once on “Express E-mail Services”, scroll down the page and click on the Criteria Form link:



Please note that although we offer this service to the public for a fee, as our client you will not be charged.

On the criteria form, please fill out your contact information so we can identify you. Then, check the recruiter **function** and **industry** criteria you wish to include. The functions correspond to job functions you are familiar with in your own job history. The industries correspond to job industries that you are familiar with already. Recruiters are looking for experience so unless you have experience in a given field and in an industry similar to their clients, do not expect them to propose you as a candidate without qualifications. This does not prevent you from networking into a new industry or job. Discuss this with your counselor.

Recruiters in our database have submitted these functions and industries as areas of specialization so that we can match you up with those who are most likely to have searches in your fields. Also, please note that we highly recommend selecting the “Generalist” functions and industries, as some of the larger national recruiting firms do not list a specialization and will therefore only come up in your search if you have “Generalist” checked.

When picking areas of specialization, always pick the category as well as the subspecialty. For example, if you picked Production and Quality under Manufacturing, check Manufacturing as well as the two subspecialties.

Select those functions that best describe your expertise, experience and job objectives:

<input checked="" type="checkbox"/> GENERALIST		
<input checked="" type="checkbox"/> MANAGEMENT		
<input checked="" type="checkbox"/> Board Members	<input checked="" type="checkbox"/> Senior management (CEO, COO, President)	<input type="checkbox"/> Middle management

Beyond the function and industry criteria is the geographic criteria section, where you may choose the state(s) or general geographic area(s) you wish to focus in:

Select recruiters for the following states:

<input type="checkbox"/> AK	<input type="checkbox"/> HI	<input checked="" type="checkbox"/> MA	<input type="checkbox"/> NM
<input type="checkbox"/> AL	<input type="checkbox"/> ID	<input checked="" type="checkbox"/> MI	<input checked="" type="checkbox"/> NY
<input type="checkbox"/> AZ	<input type="checkbox"/> IL	<input checked="" type="checkbox"/> MN	<input checked="" type="checkbox"/> NC

You may also choose the "entire United States" to do a nationwide search.

For the type of recruiter, select RETAINER ONLY, CONTINGENCY ONLY or BOTH CONTINGENCY AND RETAINER. Note, this section must be filled out. If you have any questions regarding this criteria, contact your counselor or the administrative staff.

Finally, select only one option below:

Retainer Only Contingency Only Both Contingency and Retainer

Retained Recruiter: They are called a "retained" recruiter because they are paid a "retainer" for their recruiting efforts, independent of whether or not open positions are filled.

Contingency Recruiter: They are called "contingency" recruiters because their income is "contingent" on whether or not a person referred by them is hired. In other words, they are paid a commission for every job opening which they fill.

Retainer recruiters usually deal with positions that pay \$75,000 or more, while contingency firms handle positions up to \$75,000. Below \$25,000, employment agencies would be more suitable.

For more information about recruiters, please read the appropriate sections in *Super Job Search*.

At the bottom of the form, please fill out the letters in the image shown. This is a security code.

Finally, click the **SUBMIT CRITERIA** button. Once we have received your criteria form, we will prepare your recruiter database.

If you have any questions, please feel free to contact us at (800) 581-5953 or via e-mail at studner44@aol.com.