



# HTC RESEARCH

NARROWING THE SEARCH WITH PRECISION

## About HTC Research Corporation

HTC Research is a premier provider of passive candidate research and staffing strategy implementation. For over 11 years, HTC Research has specialized in providing targeted candidates, directly sourced from the passive job market for a broad spectrum of clients: multi-national corporations, mid-cap, start-up companies, contingency and retained search firms. Currently, we are expanding our range of complementary services to assist companies in developing their overall staffing strategy, including candidate pre-screening and assessment, recruitment of candidates from the passive market, as well as professional training and development.

## The Strategy

The most successful organizations have a detailed plan how to attract and hire the best candidates in the market. Passive candidate research gives the Staffing or Human Resource professional access to candidates that were directly sourced from industry competition or from a company with a similar organizational structure. This is a seldom-tapped source within the overall candidate job pool. Our clients value our expertise in helping them find the candidates that meet their minimum skill set criteria and appreciate our ability to provide them candidates they typically would not have had access to in the past.

HTC Research does not try to change a clients' successful staffing strategy. HTC works in conjunction with the clients' current strategy to make it more efficient and cost effective. HTC has developed a performance driven, low-overhead approach to developing lists of candidates that are guaranteed to be pre-screened to meet the minimum skill set qualifications and have been qualified to be interested in having a phone interview about the position. Once a research project is engaged, HTC adheres to a strict research process and time-line to produce the highest quality candidates in the shortest amount of time while reducing the clients overall recruitment costs.

HTC combines its dedication to solution-oriented service with today's leading passive candidate search techniques to deliver the best candidates in the market. Guaranteed.

**Dedication – Integrity – Service – Quality - Results**





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## The Process

Our commitment to the quality of the candidates we provide our clients is what drives our research. HTC's value-driven approach to candidate generation is constantly updated to reflect changes in marketplace. HTC approaches each research assignment with a consistent, time-tested process to ensure the successful completion of the project.

### Step 1: Define Minimum Job Specifications

- Ensure understanding of client's business and culture
- Obtain Hiring Manager and Staffing Professional job description on position's scope and responsibilities, compensation package, reporting relationships and profile of the desired candidate
- Develop the list of target companies
- Review minimum job specifications and targets with client for approval

### Step 2: Identify Targets and Candidates

- Develop target company locations phone numbers and viability using proprietary database and network of contacts
- Locate and identify potential candidates using direct sourcing methods, networking, and internal databases.

### Step 3: Identify Qualified and Interested Candidates (for profiles projects only)

- Pre-Screen and evaluate candidates for a match to the minimum skill sets in the job specification
- Determine if qualified candidates are interested in having a phone interview with the client company.
- Write detailed profile of all candidates that were qualified and interested
- Confirm conversation with each qualified and interested candidate via e-mail
- Submit candidate to client for review

### Step 4: Communicate with client

- Review each candidate with client
- If needed re-focus/redefine search efforts or job specification

### Step 4: Tracking and Reporting

- Develop tracking requirements up front so that the reporting on the back end can be accomplished
- Develop reports in the clients preferred format, html, XLS, SQL etc



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## Example of Name Generation List

NOTE: The names, telephone numbers and e-mail addresses are completely fictional.

### HTC Research Corp (925) 313-9005

Names Only Sorted by Company Name - Title - Last Name  
Java S/W Engineers

November 6, 2002  
9 Candidates

Name Title	Company City, State	Telephone #1 Telephone #2	Email
Bekker, Seant S/W Eng	Bracle Corp Redwood Shores, CA	(650) 525-2500	sean@us.bracle.com
Khao, Sharon S/W Eng	Bracle Corp Redwood Shores, CA	(650) 525-2581 (650) 525-2500	lchoao@us.bracle.com
Mahat, Masood S/W Eng	Pinforma Menlo Park, CA	(510) 625-2513 (650) 925-2500	mahat_a@yahoo.com
Beethakur, Amahahn S/W Eng	Bracle Corp Redwood Shores, CA	(650) 525-2500	Beethakur@bracle.com
Tony, Tygeria S/W Eng	BIM San Jose, CA	(408) 925-2570	ttyger@bmi.com
Cealbelt, Christina S/W Eng	BIM San Jose, CA	(408) 925-2584	Csmeltlftbell@bmi.com
Cheang, Stone S/W Eng	BIM San Jose, CA	(408) 225-2515	steetachan@hotmail.com
Stover, Russel S/W Eng Sr	Covatext Integration San Francisco, CA	(650) 825-2506 (650) 825-2500	Stoverrussell@asdbou.com
Brodeur, Robert S/W Eng	Sentinel Systems San Mateo, CA	(650) 295-5637 (650) 295-5000	





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## Example of a Profile

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### HTC Research Corp (925) 313-9005

Names and Profile Report  
Sample Candidate

August 4, 2002  
1 Candidates

**Company Name:**

Polygram Communications Corp  
San Jose, CA  
(408) 432-2632  
(408) 944-0232

**Candidate Name:** Park, Sean, Product Marketing Mgr

Profile: NOTES: Sean is very interested in hearing all about the Product Marketing Manager position at the client company. He can be contacted either through his e-mail (seanpark@aol.com)(or at (510) 555 1212

INDUSTRY EXP: 8 YRS

COMPANY EXP: 3 YRS

EDUCATION: BSEE from Univ. of California.  
MSEE from Stanford Univ.

EXPERIENCE: Sean is the Senior Product Marketing Manager for Polygram Communications Corp. He reports to a Director. Some of his responsibilities are to evaluate the customer requirements, competition and market trends and develop pace-setting product strategies that strengthen his product market. His customers are (i.e.) Cellular One, Sprint PCS and the like. He is responsible for defining the total customer requirements for their specific products. He has overall responsibility for all product features, advantages, benefits and enhanced services. He has been in this capacity for over 3 years. In order to beat the competition (for whose product information he is responsible) he may have to add enhanced support, free shipping, financing alternatives, a bundled software enhancement or packaged multiple products especially packaged on a "build-to-customer-order" basis. He works closely with the channel partners so they can successfully market, sell and support their offerings. He has responsibility for pricing, spreadsheet analysis, and profitability and supply logistics. He came from Sprint so knows his customer protocol very well

ADDRESS: Fremont, CA

**Email:** seanpark@aol.com  
**Home Phone:** 408 512 8456  
**Cell Phone:** 408 562 8563  
**Current Base:** 105,000  
**Current Bonus:** 11,000  
**Current Commission:** 0  
**Compensation Notes:**





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## Partial Client List

### Hardware Companies

Sun Microsystems • Seagate

### Gaming

Electric Planet • Real 3D • Electronic Arts

### Software Companies

AutoDesk • Borland Corp • Intuit • Oracle Corp • Peoplesoft • Symantec • Sybase • WindRiver

### Internet Companies

Google • Yahoo • Inktomi • Checkpoint • E-Trade

### Component Companies

Quantum Corp • Sandisk Semiconductor • Alliance Semiconductor

### Communications

3Com Corp • Cisco Systems • MCI

### Accounting/Consulting

BearingPoint • Charles Schwab • Coopers & Lybrand • Deloitte and Touche • Franklin Resources

### Biotech Healthcare, Pharmaceuticals and Insurance

Kaiser Permanente • Blue Cross • Johnson & Johnson • Cigna Corp • Genentech • Chiron • O'Conner Hospital

## Partial List of Positions Researched

### Accounting & Finance Positions

Accountant, Accounts Payable Rep, Accounts Receivable Rep, Assistant Controller, Buyer, Collections Rep, Compensation Analyst, Credit Mgr, Financial Analyst, Financial Planner, Mgr Accounting, Mgr Accounts Payable, Mgr Accounts Receivable, Mgr Benefits Compensation, Mgr Collections Mgr Finance, Payroll Specialist, Procurement Rep

### Hardware Engineering Positions

Application Eng, Architects, ASIC Level, Board Level, Chip Level, Digital Signal Processors, Hard Disk Drives, Logic Devices, Microprocessor, Power Supplies, Hardware QA Eng, Hardware Test Eng, Managers, System Level, Verification

### Human Resources Positions

Benefits Administration, Human Resource Assistant, Human Resource Generalist, Organizational Development, Recruiter

### Internet Specific Positions

Broadband Provisioner, Internet Product Specialist, Web Designers, Web Master

### Manufacturing Positions

Design Verification Testing, EDA Tools Support, Equipment Eng, Facilities, Maintenance, Materials Eng, Packaging Designer, Photolithography, Product Safety, Supplier Quality Assurance, Yield Analysis

### MIS/IT Positions

Data Modeling, Database Administration, Data Warehousing, Managers, Network Administration,

Network Engineering, Programmer Analyst, System Administration, Telecommunications Analyst, Telecommunications Engineer

### Sales, Marketing & Field Service Positions

Account Mgr, Branch Mgr, Channel Marketing Mgr, Field Application Eng, Field Service Eng, Managers, Marketing, Marketing Communications, Marketing Research, Major Accounts, Pre/Post Sales, Product Marketing, Product Engineering, Program Marketing, Regional Accounts, Sales Reps, Strategic Alliances

### Senior Executive Positions in all areas

Chief Executive Officers, Chief Financial Officers, Chief Information Officers, Controllers, Chief Operations Officers, Chief Technical Officers, Directors, General Managers, Presidents, Vice Presidents, Board of Directors

### Software Engineering Positions

Application Level, Architects, Device Drivers, Diagnostic Test, Embedded, Firmware, Graphical User Interface, Managers, Operating System Level, Protocol Level, Software QA Eng, Software Test Eng, Whitebox, Blackbox

### Miscellaneous

Administrative Assistants, Attorneys, Business Analysts, CAD Engineer, Chemical Eng, Clinical Research, Commodities, Investor Relations, Mechanical Engineer, Customer Support, Document Control, Investor Relations, Education, Training, Payroll, Public Relations, Mgr of Sterile Liquid Fill, Dir Mfging Liquid Fill



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## Services

### Candidate Pipeline Development™

- **Target Identification**

Using both in-house and subscription based services we can identify a list of target companies for you to approve. These targets can either be direct competitors in your market space or they can be "like-kind" companies that perform functions that are similar in nature to the department you are staffing for. So whether you are recruiting in a specific geographic area or nationally we can help you identify the potential target companies that will produce a list of candidates that we can start approaching about your opportunity. We can also help you find those satellite offices from target companies that are either too large or too small to efficiently navigate in without precise research.

- **Name Generation (phone based and internet based passive candidate search)**

Why pay for a separate name generation service that only provides internet based search and another that provides traditional phone based recruiting research? In our Candidate Pipeline Development™ service you get both services for one low hourly rate. While our professional internet research team scours the internet for the "low hanging fruit" our phone based name generation team can penetrate into most any target company and identify the exact passive candidates you are looking to hire.

- **Profiling**

You set the minimum requirements and will phone screen every candidate we identified through our name generation efforts and provide you with a detailed summary of the conversion. Every candidate is prescreened both for minimum skill set qualifications that the client dictates and for availability and interest in the client job opportunity. All candidate information is verified with a follow up email to confirm that they are indeed interested in the opportunity. Because most passive candidates do not have a current resume we request a resume from every pre-screened candidate that is found to be both qualified and interested in a new opportunity. That resume is then forward with the summary profile when it is received.

It is important to note that during the profiling process we can be as liberal or as confidential about the client company and the opportunity as our client needs us to be. Obviously the more we can sell the opportunity the greater your chances are of having a quality candidate interview and subsequently a quality hire but there are certain circumstances which may dictate that the client company name not be revealed except by the appropriate company representative.

- **Tracking and Reporting**

Many of our clients are not set up to track the pipeline of candidates as efficiently and effectively as is needed to provide the type of reporting upper management wants to see to track results. By working closely with our project managers and team leaders, clients have access to the information they need to cost justify the services. We realize the need for tracking and reporting results on a weekly, monthly and quarterly basis or more often if needed. No matter what the tracking and reporting requirements are we're confident we can find a solution that's right for your organization.

