

May 8, 2003

HTC Rules of Engagement

Dear Sir or Madam:

Thank you for choosing HTC Research Corporation as your source for highly qualified candidates.

To get started, here is a list of questions we will need answered before we can begin work on your project. We work best for you when one of our Project Managers can spend a few minutes on the phone with the Hiring Manager going over these questions.

We will need the following questions answered during this conference call with the Hiring Manager.

1. What are the Target companies or the kinds you would like candidates out of?
a) Are you aware of candidates that are currently interviewing with your company from these target companies?

b) Are you aware of any candidates from the target companies you do NOT want us to approach?
Please provide us with this information so that we do not duplicate the efforts you have made in trying to fill this position. Please be aware that if you do not provide us with a list of candidates you are NOT interested in then you will be charged for any candidates that meet the minimum requirements regardless of whether or not that candidate has interviewed with your company in the past.

2. What department(s) could these candidates be found in?

3. What would their titles be?

4. If this is a Management position, what LEVEL Manager would they be? First Level/Second Level

5. What is the absolute minimum number of years' experience that this candidate can have?

Definition: Absolute Minimum - If you ask for 5 years as the minimum and we identify a candidate with 4 years and 11 months experience you will NOT be sent that candidate. Please be very specific.

6. When we identify a candidate that is from the right Target company, in the correct department, with the correct title and number of years' experience then would there be any other MINIMUM requirements?

7. What is the MAXIMUM amount of salary you want the candidate to CURRENTLY BE MAKING?

Be sure to explain the service that HTC Research Corporation provides to your Hiring Managers.

We have found that most Hiring Managers are not familiar with research. It is important that the Hiring Manager understand that we are NOT a headhunting agency or recruiting firm. We are a staffing research company. As a RESEARCH COMPANY we go after the passive candidate pool. These are the candidates that, until we call them, are NOT necessarily looking for a new job. Additionally, we do NOT get resumes from the Online Resume Job Boards, Newspaper ads or Job Fairs. We go into the targeted companies via the phone, locate and identify the exact people you are looking for with specific skill sets.

After we locate a potential candidate we spend 30 to 45 minutes on the phone with them. We get their background, education, salary, home phone, e-mail etc. and confirm that they meet the minimum job requirements. Then, and only then, we will give the candidate information about the position. At the end of every conversation we ask the candidate to provide us with an updated resume. Because we actively seek out the passive candidate market most of the candidates we provide our customers do not have an updated resume. In this case the profile we provide becomes the main source of information on the candidate. We explain to the candidate that they will be getting a phone call from a Staffing Person or a Hiring Manager within the next 48 to 72 hours.

Because most high technology candidates get an average of 2 calls per week from headhunters it is critical for every candidate we provide you get a call within 48 to 72 hours after you receive them. Clients that call the candidates within 48 to 72 hours have the highest success rate.

It is suggested that the manager use the following script when calling a candidate for the first time.

Hello my name is _____ and I am a _____ with XYZ Company Our research company contacted you, and you stated that you are KEEPING YOUR EYES AND EARS OPEN TO OPPORTUNITIES, IS THAT STILL TRUE? Most candidates will say Yes. However *if they say NO then;*

Candidate's Name you did spend over 30 minutes on the phone with my research company going over your background and they even sent you an e-mail stating that the Hiring Manager or Recruiter would be giving you a call. Aren't you at least keeping your eyes and ears open to what's out there?

Look Candidate's Name we know you are always keeping your eyes and ears open to opportunities. Obviously there is someone in your office or you cannot speak right now. What would be a good time to call you back?

NOTE: We call a candidate on average 10 times before we are able to have a conversation with them! In today's job market it is a very difficult to get touch good candidates. It is even more difficult to get them to interview yet alone take the job. What this means is you must be aggressive!!!! E-mailing the candidate should be your last resort. If after several calls to the candidate's office and home you are not able to get in touch with them, you might try an e-mail like this:

Dear Candidate's Name:

I recently engaged a research company to identify some people who would be both qualified and interested in an open Insert Job Title Here position we have with Company Name Here. The researcher returned some brief information about you and it would appear from this limited information that your background is quite suitable for us.

I would like the opportunity to speak with you, but the researcher said you are mainly available after 8 pm to talk by phone. This would be pretty difficult for me, as my family responsibilities usually have me tied up during that time frame.

Would you be willing to make an appointment to call me on my cell phone over your lunch hour, or at some time when you are able to get some privacy?

I'd like to set up a conversation with you as soon as possible.

Best regards,

Your Name Here

Let us know if you are unsuccessful in contacting any candidate We will either get in touch with them ourselves or replace the candidate.

NOTE: If HTC starts a research project and the client closes the project before HTC Research Corporation is able to provide enough candidates to meet the minimum amounts, the client will be charged for any and all qualified candidates that were obtained to that point at the original specified rate and also all of the names that were generated for the project at \$50 per name.

Sincerely,

Jeff Shiverdaker
President

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