JCH

The NACT Job Clearinghouse Handbook

Greetings:

Welcome to the JCH, the Job Clearinghouse division of the National Association of Corporate Treasurers. The JCH is a member run group dedicated to assisting members in transition. Our goal is to assist all NACT members who are in transition, or who expect to be in transition shortly, to return to the workforce in new and rewarding positions.

The JCH is supported by the NACT and its professional management company, the NACT National Office. We also have a growing list of alumni who are committed to supporting the JCH, assisting members in preparing resumes and in providing guidance with the job search. The JCH Handbook will be a valuable tool in helping you get the most out of the organization.

All members are encouraged to be active and participatory in the JCH. This is accomplished by sharing job search information and by assuming responsibilities in running the JCH. As you know, the greater the number of opportunities to which one applies, the greater is the chance of landing a successful position. Thus, the finding and sharing of meaningful job leads and one's job interview insights is a prerequisite to maintaining one's JCH membership. One can also assist the JCH by taking on tasks such as being a web site monitor or coordinator.

We look forward to having you as a member of the JCH. With your help, we can make the JCH the premier group for assisting senior Treasury and Finance professionals through the transition process.

JCH Handbook

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Section 1 JCH Overview

1.1   JCH Overview

The Job Clearinghouse (JCH) is the employment arm of the NACT and its mission is to assist NACT members who are out of work, or whose employers have told them they will soon be out of work, to find a new position. The JCH services include:

- Advice on job search techniques
- Network contacts with other members of the NACT and JCH
- Information on open positions to the JCH
- Providing job posting services for NACT members
- Interfacing with recruiters and other potential employers with names of JCH members

The JCH has three classes of membership. These are: a) NACT members who are unemployed or who have been informed that they will be unemployed within four months, b) unemployed treasury personnel who join the NACT and JCH, and c) Active Alumni who support the JCH and mentor its members.

1.2   Responsibilities of JCH Members

The JCH member is solely responsible for finding his or her next position. The NACT and JCH should be viewed as organizations that can assist and support the member in the search process. The success of a JCH member is a function of his or her overall efforts and strategy, how they utilize the NACT and JCH, other organizations and contacts, and some luck. A well thought out and executed search strategy often leads to good luck.

By accepting membership in the JCH, the member agrees to be an active and participatory member of the JCH and acknowledges that inactivity may jeopardize continuation of membership. As a volunteer organization, the success of the JCH is dependant upon the active efforts of its members. The member has the following responsibilities:

- To register with the NACT National Office for membership and to complete the various application and personal data forms and pay the registration fee. Membership is good for one year from date of application and is renewal yearly thereafter while one remains in transition. The member must provide to the NACT National Office written approval for the posting of his or her resume on the NACT web site. The site is password protected, but confidentiality cannot be guaranteed.

- To notify the NACT National Office of any personal data changes, when they have secured a position, or when there is a change in their job seeking status. If the Member's search extends beyond one year, he or she must submit a renewal fee payment and an update profile and resume.

- To immediately submit all new job leads to the NACT and the other JCH members via e-mail, fax or telephone using the approved Position Description Profile Form shown in

Section 5 or a condensed presentation that provides the pertinent position, company and contact information.

- To participate in the JCH teleconferences, provide a satisfactory level of qualified job leads and take a web site monitoring or other role in supporting the JCH.

- To have and maintain the minimum computer and communications equipment described in Section 3. The system must be capable of preparing, receiving and sending JCH reports, notices and job leads.

- To be active in other national and local finance or business organization which may assist in the job networking process.

- To maintain active membership in the NACT.

1.3   Responsibilities of the NACT National Office

The NACT has engaged a professional management company, referred to as the NACT National Office, to assist in the management of the NACT and the JCH. The National Office works under the guidance of the JCH Chairperson and has the following responsibilities to the JCH:

- To evaluate if JCH applicants qualify for membership and to assist all qualified members in the registration process. All membership disputes that cannot be successfully resolved by the Executive Director are to be referred to the JCH Chairperson for resolution.

- To provide to all members the JCH handbook and other requested information related to the JCH.

- To maintain the JCH membership and fee status; maintain the JCH member database, JCH Member Directory, Member Profiles, Resumes, Job Listings, web sites and other reports; coordinate all web site updates; coordinate the teleconference sessions, and perform other activities as directed. The JCH Administrator will participate in the teleconference sessions as requested by the JCH Chairperson and will maintain full confidentiality of the teleconference session.

- To assist in establishing a relationship with retained recruiters; to accept all qualified job listings from recruiter/prospective employers and to request sufficient information from the recruiter/prospective employer to complete the Position Description Profile Form. Alternately, the Position Description Profile Form can be sent to the recruiter/prospective employer for their completion and their retransmission to the JCH.

- To distribute all job leads and JCH reports to JCH members on a timely basis and update the JCH web pages as required.

- To maintain the JCH web site and to change the JCH web site password every 60 days. The Administrator will notify all JCH members of any password changes prior to the change.

- To purchase and maintain an authoritative and extensive database of executive recruiters. As a minimum the Administrator shall have a current CD version of *The Directory of Executive Recruiters* published by Kennedy Information. Under the direction of the JCH Chairperson, the National Office will send letters to retained recruiters informing them of the NACT and the services that the JCH can provide.

1.4   Responsibilities of the JCH Chairperson

The NACT Board of Directors appoints the JCH Chairperson for an indefinite period. The Chairperson has responsibility for keeping the JCH as the premier job clearinghouse for NACT members. The Chairperson has the following duties:

- To take direction from the NACT Board of Directors and to periodically report to the NACT Board on the status of the JCH.

- To provide direction to the National Office personnel in their duties related to the JCH.

- To be responsible for the JCH financial budget and, in working with the Executive Director, to review the actual expenditures against the budget and submit budget requests to the NACT Board.

- To establish the duties of JCH members necessary to maintaining and effective JCH program. All significant efforts to change the JCH program require NACT Board approval.

- To host the JCH teleconferences.

- To keep JCH members informed on all significant matters related to the JCH and the NACT.

- To spearhead national efforts to communicate to recruiters.

- To promote the value of the JCH to existing and prospective NACT members.

- To represent the JCH at NACT meetings and arrange panelists for meeting sessions.

- To arrange career service programs, activities or services for the JCH.

- To appoint managers/coordinators to help manage the JCH activity and to appoint regional coordinators and team leaders.

1.5   Responsibilities of JCH Coordinators, Team Leaders and Alumni

The JCH Chairperson will appoint JCH members to assist in the management of the JCH. A principal office is the Web Site Coordinator. This person is responsible for ensuring that all significant job search web sites are monitored on a timely basis. Other leaders shall be established as necessary to enhance the JCH program. Such areas may be, but not limited to, communication, computer/software application and usage, and web site maintenance and improvement; recruiter relations and programs. The JCH Chairperson shall appoint team leaders to manage specific tasks as necessary vs. the general area responsibilities of a coordinator.

The Chairperson may elect regional coordinators to support the JCH function. These coordinators will support the JCH members. Their qualifications and responsibilities are:

- To be currently employed and an active NACT member.

- To be active in other treasury or finance organizations and be willing to network JCH members within these finance groups.

- To be knowledgeable of the JCH members, willing to mentor JCH members, represent JCH members to recruiters/prospective employers within their geographic region.

- To provide all leads to the JCH Chairperson and Administrator.

- To participate in the JCH teleconferences and to maintain full confidentiality of JCH members only unless the JCH Chairperson or a change in the JCH rules grants permission for sharing of the lead to a specific source.

Active Alumni are a special JCH support group. Their primary objective is to mentor JCH members through the transition process.

Section 2 JCH Program

2.1 Membership

The JCH program has three levels of membership. The primary membership is for existing NACT members who are currently unemployed or who have been informed by their employers that they will be unemployed within four months. These members have full benefits of the NACT and JCH programs to include reduced program costs to attend the NACT annual meeting, technical training programs and teleconferences of the NACT. The NACT reserves the right to adjust the price of JCH participation costs to NACT programs. All efforts will be directed to minimizing the burden to those unemployed.

The second level of membership is unemployed treasury personnel who are not currently members of the NACT. In July 1999, the NACT Board of Directors authorized the NACT members to extend membership to unemployed senior treasury executives currently members of select alternative financial organizations. These individuals must meet the general qualifications of NACT membership except that they are currently unemployed and have held a qualified position within the past 12 months. These members must pay full NACT and JCH membership program fees.

Active Alumni comprise the third membership group. As stated above, their primary objective is to mentor JCH members through the transition process. They do not pay any JCH fees and they receive no special discounts from the NACT.

2.2 Joining the JCH

Joining the JCH is easy. One must fill out an application and remit that application to the NACT National Office along with a resume and payment. There are three pages to the application. These are the Member Application Form, the Internet Resume Release Form and the JCH Member Profile Form. The application forms are shown in Section 5. This application packet may also be requested from the JCH Administrator, see Section 4 for the contact details, or through the NACT web site at www.nact.org. Once within the NACT web site, proceed to the Forms page of the JCH web site. This application packet may be filled out and submitted online. Just follow the directions. One may also download the forms and fax or mail them to the JCH Administrator. The JCH fees can be paid by check, money order or with most major credit cards. Please do not send cash.

2.3 Fees

The JCH program is subsidized by the NACT. Nevertheless, members need to help fund the program and cover certain administrative costs. The current JCH fees are $100. Payment is due at the beginning of each fiscal year. The member's fiscal year starts on the date of acceptance of the application. Active JCH Alumni who continue to support the JCH do not pay any JCH fees.

2.4   The JCH Program

The JCH group is an active and participatory organization. All members are required to take an active role within the organization. This includes accepting tasks to support the JCH, submitting job leads and participating in the teleconferences and other JCH activities. The JCH does not require a specific number of monthly job leads by its active members. However, each member is required to submit leads on a best effort basis and strive to average 2+ qualified job leads every two months and to support the JCH through other avenues such as being a web site monitor. The Chairperson can adjust the job lead requirement as necessary based on the participation and contribution of a member to the organization. All members joining the JCH accept this sole authority of the Chairperson as a part of their membership.

All job leads are shared with all members and the JCH Administrator when found by the person who uncovers the lead via an e-mail distribution. The submission format is shown in Section 5.

2.5   Teleconferences

The JCH conducts a teleconference every two weeks. The usual time is 8:00 p.m. Eastern time on Wednesday. The JCH Administrator sends an announcement memo to all members prior to the teleconference. This announcement provides full instruction on how to access the teleconference.

All members are encouraged to participate in the teleconference. New job leads are shared during the meeting. The Job Listing report prepared from the last teleconference is the base reference report for discussion for the teleconference. This is augmented by leads submitted subsequent to the last meeting. The moderator, normally the JCH Chairperson, is responsible for the agenda. The primary objectives of the teleconference are job sharing, networking skill enhancements, career training, computer applications and upcoming JCH and NACT activities.

2.6   Web Site Monitors

 Many JCH members are monitors for job posting in assigned web sites. All JCH members are encouraged to be web site monitors. Assigned web sited are reviewed weekly and reports are distributed to all JCH members and the JCH Administrator via e-mail. The general search and distribution guidelines are:

- Search for Treasurer, other senior treasury, senior finance, or CFO positions with a high treasury experience content.

- Total minimum annual compensation should be $100,000 +.

- Positions are to be downloaded from the web site, cleaned up for efficient transmission and distributed directly by the monitor to the JCH membership and the NACT Administrator.

- Report all qualified leads regardless of personal preference or geographic location.

- Reports are due each Wednesday. Distributions are to be made directly to all JCH members and the JCH Administrator.

- Monitors are to identify each web site and place leads from the site as a subpart of the site. If a site has no job leads then so indicate.

- Do not show listing for another monitor's sites. If a monitor missed leads, contact the monitor. If unsuccessful, contact the JCH Chairperson or the JCH Web Coordinator.

- Leads from other organizations or paid services can only be released if one can be certain information is in the public domain or permission is granted.

- Provide listings as a part of e-mail vs. attachment whenever possible. Use Notepad or other facilities to clean up and consolidate lead information.

- Show job posting date of lead (at top of lead) whenever possible.

- Change of site monitored or of monitors must be pre-approved by the JCH Chairperson or the JCH Web Coordinator.

2.7   Job Listings

All job leads should be shared with the JCH membership on a timely basis. These leads are for the exclusive use of the JCH. Nevertheless, sometimes there has to be a sharing of a lead or two in order to acquire new leads as a part of the networking process. All members are encouraged to use extreme care in any job sharing.

There are other networking groups for financial reasons. It is our intent to share non-senior treasury opportunities with these groups in return for leads from them. Typical qualifying leads for sharing are CFO, controller, M&A, and business development positions. Our goal is for the JCH to continue as the premier senior treasury networking organization and to properly represent the NACT.

Section 3 Computer Systems and Communications

3.1   Computer Systems

It is most important that JCH members and the NACT National Office be able to communicate with each other. The systems standards for the JCH are:

- An IBM compatible computer capable of running on the Microsoft Windows 95 or 98 operating system.
- A modem.
- An Internet service provider than can accept and transmit memos with multiple attached files and can do mass mailings.
- A data compression/decompression software package such as PKZip or WinZip with the capacity to handle MIME files. MIME files are Multipurpose Internet Mail Extensions. Internet memo attachments are converted into ASCII text (a MIME file) for internet transmission.
- A fax machine or computer-faxing capability. Examples of computer faxing systems are an internal program (such as WinZip) or one provided through an external provider (such as E-Fax).
- Microsoft Word and Excel in Office 97 or another word processor and spreadsheet application programs that will receive Word and Excel and convert from the alternative applications into Word or Excel. If one has the Microsoft or other year 2000 application programs, all files to be shared within the JCH are to be saved and transmitted in Office 97 or Word 6.0/95 or Excel 97 and 5.0/95 format.
- A Virus detector that can be update frequently such as Norton or McAfee's.

3.2   Communications – Overview

JCH members communicate with each other via the internet, fax and telephone. All members will receive a Member Directory which provides the phone, fax and e-mail addresses of all JCH members. The JCH Chairperson or the JCH Administrator will also send out an update Member Directory via e-mail once a month in which there are member changes. In addition, a listing of all member e-mails is included as an attachment for updating your JCH member group address book. It is the responsibility of each member to keep the Chairperson or the Administrator informed of all changes to his or her data file.

JCH members are to transmit job leads and interview updates as quickly as possible to all JCH members and the JCH Administrator using the approved form from Section 5 or a simplified release that provides the pertinent data on the position, company and contact personnel. All memos should be signed and dated.

3.21   E-mail Addresses

JCH members should establish a group e-mail address within their ISP system for the JCH. A suggested group title is *JCH Members*. Once the e-mail group name is established, highlight the membership e-mail address group described above, press the control key and the letter "C"

simultaneously (known as CONTROL C). This will copy the e-mail address into a temporary file. Then open your ISP address book to the JCH member address. There should be an edit capacity. Highlight the edit key or such other keys as necessary to add the e-mail addresses to your ISP address book. Place the cursor within the address insertion area for addresses. Then press the Control key and the letter "V" simultaneously (known as CONTROL V). This will transfer the e-mails from the temporary file into your JCH address book.

3.22   File Transmission and Receipt

All effort should be made to transmit information within the memo versus as an attachment. Sometimes a file is too large to transmit within a memo or the formatting will be destroyed if placed within a memo. Tables and Excel files are easily destroyed when transmitted with a file. Thus, they should be sent as an attachment. In those situations, send the files as an attachment and indicate in the memo heading that a file is attached. When multiple files are attached to a memo they are compressed. A decompression program is necessary to read compressed files. One may also wish to consider sending text files in a rich format. This format can be read by all computer application systems, though formatting is somewhat limited.

3.23   Virus Detection

All members are encouraged to verify that their computer system and all files that they send or receive are free from viruses. Each person sending a file is responsible for assuring that the file send does not contain a virus. Follow the instructions for your virus detector to examine your files. Experts recommend that you do not accept or open files from unknown sources. It is better to delete an uncertain file then to possibly download a virus infected file.

3.24   Downloading and Sharing Internet Web Site and Other Sources of Information

Communicating with each other through e-mail is the fastest and least expensive method of sharing information with the membership. Whenever possible, information should be sent as part of the memo. This will save the reader significant time in accessing the sent message. Nevertheless. Attachments are often necessary for transmitting spreadsheet, long reports or reports in which formatting will be destroyed if it is included within the e-mail memo. There is not a uniform standard used by the leading ISPs for their e-mail messaging capabilities. Some use POP3 format while others, such as AOL, use primitive proprietary word processor programs. The following is a general procedure for downloading and transmitting information from we sites to the JCH group. There are two major difficulties in downloading information from the internet. Here are the basic steps. There will be some formatting alteration, but that is a minor inconvenience compared to the benefits of a quick download of the pertinent information.
   a) Identify the item to be downloaded.
   b) Place the cursor at the beginning or at a blank space before or above the item to be downloaded.
   c) Highlight the area to be covered by depressing the left mouse button and dragging the cursor to the end of the item to be copied. Then release the mouse button. The area to be copied is now highlighted.

d) Copy the highlighted data to a temporary file, the clipboard, by using the commands in the tool bar or by pressing CONTROL C.
e) Open a blank sheet in your word processor or id there are borders and shading, etc., that need to be eliminated, open up the Microsoft Notebook to a blank sheet.
f) Transfer the copied data from the temporary file to the Word or Notepad blank sheet by using the copy command in the tool bar or by pressing CONTROL V.
g) Edit as necessary. Note that if you transfer data to the Notepad all borders, shading, etc., are eliminated. As the Notepad is filled, you can move this data to your word processor.
h) Save the file.

You can transmit the file by copying the downloaded material into your ISP memo or by attaching the file to the memo. Follow the instructions of your ISP for attaching files. Remember that attached files may be converted into a MIME format or they may be compressed. In either case you will need the proper software to read the MIME file or to decompress the attached files.

For those members comfortable with their ISP system, they may wish to bypass the word processor or Notepad and cut and paste directly from the web site to a blank AOL letter. One can then clean up the letter for transmission.

3.24 Teleconferencing

Teleconferencing is a very important element of the JCH networking process. Currently the JCH conducts teleconferences biweekly to discuss job listings, network topics and other items of interest to the JCH. Teleconferences schedules and access phone numbers are published by the JCH Administrator and sent to all members via e-mail and are posted in the JCH News web page. Currently, teleconferences are at 8:00 p.m. Eastern time every other Wednesday. The standard agenda format is:
- Introduction of Participants
- Chairperson Comments (New members, departures and issues)
- Discussion/Update/Insights on Listed Positions
- Search Issues – Areas of personal or general concern
- Career Search Insights, Help Topics and New Business

The teleconference should last about 1 hour. Members are encouraged to use the following teleconference guidelines.
- Be on time for meetings.
- Only qualified members should participate.
- Please identify oneself when speaking.
- On in-depth questions, one is asked to prepare the question ahead of time so that it can be presented succinctly. Some topics may need to be addressed outside of the teleconference.
- Speak slowly and clearly when presenting job lead positions, companies and contact personnel. Complete contact information on new leads should be sent to all members and the JCH Administrator within one day after the conference call.
- The effectiveness of the teleconference can be enhanced if members send updates to all members weekly.

- Good telephone etiquette should be followed. On occasion, a conference call may be taped to aid in the preparation of the updated Job Listings report. The Chairperson will notify all members at the beginning of a conference call if a session is to be taped.

The Chairperson and JCH Administrator will prepare an updated Job Listing report following each conference call. This report is issued within 1 week after the call, sent to participants via e-mail and placed into the JCH Job Listing web page.

3.25   Chat Rooms

Existing ISP systems cannot accommodate a JCH chat room. Currently all members of a chat room must use the same internet service provider and even the largest ISP, AOL, has a 23 member limitation – a level far short of our membership size.

3.26   Computer Efficiency

Periodic maintenance on the computer is imperative to maintaining efficient operating and communication systems. Overtime files are not stored efficiently and non-necessary temporary files are created. In addition, when using the internet "Cookies" are placed in your computer by the internet source with whom you are communicating, such as, an e-commerce store. Periodically, one should clean out the temporary files and all cookies. Temporary files are stored not only in Windows Temp, but also within a Windows directory called "Cookies." Use explorer to quickly access the Cookies and Temporary files within Windows. Internet service providers also keep temporary internet files. Be sure to eliminate any unnecessary temporary files. Within AOL, one should go into AOL preferences, then go to WWW, then Settings. Within Settings, one can delete the temporary files in the center section of the page. Also go to View Files, Edit, Select All and Delete. One can also clear out the History files in part 3 of the Setting page. Also, one should periodically defragment the hard drive. This can be done through Microsoft Wizard or through any of the major utility programs, such as Norton or McAfee.

Lastly, delete outdated or unnecessary stored files, such as, notes, memos, reports, etc. retained within the application programs and personal filing cabinets. And empty the Recycle Bin. These steps can free up significant disk space and improve the operating efficiency of the computer.

3.3   JCH Web Site

The JCH web site is listed on the home page of the NACT web site. Double clicking on the JCH icon will access the JCH web site and pages. There are currently 6 pages within the JCH web site. These pages are listed below and can be accessed by double clicking on the site name below or by the site name listed on the JCH home page. The JCH web pages are:

- *Joining the JCH* – Includes all application forms and fee structure.
- *JCH Handbook* – A guide to getting the maximum benefit from the JCH.
- *JCH Members* – JCH member profiles, contact information and resumes. Resumes are password protected and available to JCH members associates and approved individuals.

- *JCH News* – General information of programs, guidance, and networking topics of interest to JCH members.
- *JCH Job Listings* – A synopsis of all JCH job leads. Password access is required and passwords are available only to JCH members, associates and approved persons.
- *NACT Job Listings* – A listing of personnel needs by NACT members.

3.4 Web Sites of Assistance

The JCH monitors all major job search web sites. The listing of these sites is shown in the attached Web Site Monitor Schedule. There are other sites that can assist in the job research process. Several of the most useful sites are:

- Financials and company research:
  - o http://members.wbs.net/homepages/i/a/m/iamnu/iamnu.html
  - o http://www.hoovers.com
  - o http://yahoo.com or http://finance.yahoo or http://quote.yahoo.com
  - o http://sec.gov/edgarhp.htm or http://www.freeedgar.com
    Freeedgar remits files in RTF (rich text format) that will properly download text and tables into Adobe or directly into most word processors, such as, Word.

Section 4 JCH Administration

The JCH operates within the guidelines established by the Board of Directors for the National Association of Corporate Treasurers. The JCH Chairperson is a member of the NACT Board and has overall responsibility for the management of the JCH. The Chairperson is assisted by JCH members, NACT volunteers, and representatives from the NACT National Office. The principal parties are:

Chairperson   Bill Zimmer
                                  E-mail: whz3@aol.com

 JCH Administrator   Jennifer Weitz
                                  Phone: (703) 234-4131
                                  E-mail: jweitz@drohanmgmt.com

NACT Executive Director   Kathy Hoskins
                                  Phone: (703) 234-4103
                                  E-mail: khoskins@drohanmgmt.com

Section 5 Forms and Schedules

Attached are the basic forms used by the JCH

5.1   Joining the JCH
                Membership Application Form   Schedule A
                Internet Resume Release Form   Schedule B
                JCH Candidate Profile Form   Schedule C

5.2   Position Description
                Job Leads Spreadsheet

5.3   JCH Membership
                JCH Membership Directory Spreadsheet

5.4   JCH Member Personal
                JCH Company Contact Form
                        Personal Use   Posted on JCH website

5.5   Web Site Reports
                The JCH Administrator shall convert all personal and job lead data into the
                appropriate spreadsheets to be posted on the web pages. These files can be
                downloaded by the JCH Membership.

National Association of Corporate Treasurers

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E-mail: jweitz@drohanmgmt.com

To:

From: Jennifer Weitz
             JCH Administrator

Date: January 21, 2011

Subject: Internet Resume Release Form

The NACT Job Clearinghouse has a section of the NACT web page that contains online resumes of JCH members. If you are interested in having your contact information listed and your resume linked to your name, please complete the release below.

Please return this form by email.

_____   No, I do not wish to have my contact information listed on the web page.

               Name: _____

               Date: _____

_____   Yes, I wish to have my contact information posted on the web page.
               (Please mark your response to the following question. Then fill in your contact information below.)
               _____ In addition to posting my contact information, I would also like my resume posted to the site and linked to my name. I will email my resume as an attachment to: jweitz@drohanmgmt.com
               _____ I would like my contact information listed, but I do not wish to have my resume posted to the web site.

Date: _____

Last Name: _____

First Name: _____ Middle Initial: _____

Email: _____

Phone: _____
Business Phone: _____

Fax Number: _____
Seeking position as: _____

Desired salary: _____

Experience: (please fill)

JCH Candidate Profile Form

Name:_____ Date:_____

Address:_____

City: _____State: _____Zip: _____

Email Address: (required for job leads)_____

Phone: Day: _____ Home:_____ Fax:_____

☐   I am currently unemployed.

☐   My employer has informed me I will soon be unemployed. Date:_____

Target Positions: _____

Geographic Flexibility: _____

Last Compensation: Base _____   Bonus _____   Other _____

Desired Salary (Optional): _____

Brief Narrative or Area of Expertise (Please submit 1 to 2 paragraph summary here):

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