



Since 1967

Executive Recruiting
 Outplacement
 Human Resource Consulting
 Professional Assessments
 Training and Development

CAREER CONTINUATION SERVICES

SERVICE ELEMENT	PROGRAM			
	Executive Level	Full Service	Limited Service	Group Workshop
PROGRAM ELEMENTS				
On-Site Orientation Meeting with Candidate	●	●	*	*
Transition Counseling – Stress Management	●	●	●	●
Family and Spousal Counseling	●	●		
Access to Online Career Center	●	●		
Resume Instruction	●	●	●	●
Complete Resume Development	●	●	●	●
Networking Strategies	●	●	●	●
Research Techniques and Tools	●	●	●	●
Marketing Campaign and Tools	●	●	●	●
Assistance with Initial Cover Letter Preparation	●	●	●	●
Interview Training / Practice	●	●	●	●
Videotaped Interview Simulation	●	●	●	
Two Year Guarantee	●			
ASSESSMENT TOOLS				
Comprehensive Career and Work/Life Assessments	●			
General Career and Skill Assessments	●	●	●	●
Occupational / Interest Inventory	●	●	●	
Formal Psychological Assessments	●	●		
COUNSELING SERVICES				
Individual Counseling for Program Duration	●	●	●	
Individual Counseling Until Re-Employment	●	●		
Career Management Counseling	●	●		
Consultation on Entrepreneur/Consulting Career	●			
Job Search Hotline for Questions			●	●
SUPPORT SERVICES				
Career Continuation Manual	●	●	●	●
Private Reserved Office	●			
Daily Workspace	●	●		
Access to Research Library	●	●	●	
Administrative Services	●	●		
Local and Long Distance Telephone Services	●	●		
Personalized Fax and Copies	●	●		
Answering Service	●	●		
Personalized Business Cards	●			
Participation in Weekly Candidate Network Group	●	●		

* Available but not included in program

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