

OUTPLACEMENT



CAREER MANAGEMENT

Welcome to Notus Career Management

For over 20 years, our firm has thrived by combining unique job search approaches, with in-depth, personal career management advice and expertise. We pride ourselves on solving career and job search problems creatively without getting bogged down in the process. That combination has helped our clients achieve numerous successes.

Our firm specializes in a unique career management niche – namely working privately with professionals, managers and executives in search of the optimum career situation.

If you are familiar with traditional career management and or outplacement, the first thing you should know is that our service was designed to pick up where other firms leave off. Importantly, with our service, we take full advantage of our network of contacts and blend that with the most effective and cutting edge technologies - taking much of the frustration out of the search and dramatically reducing the time it takes to achieve your career objectives.

Our clients view Notus Career Management in part as a Trusted Advisor because our relationships are rooted in a thorough understanding of their professional background and a shared vision of their goals. Over time, our client relationships not only stay healthy and connected - but grow as a result of this approach. The result is an enviable Notus Network of clients dedicated to helping Notus, and its clients, achieve their goals.

Our clients also view us as a Proactive Agent, one who not only tells them what they need to hear, but one who rolls up their shirtsleeves and gets to work. Active participation in your job search is one of the defining characteristics that makes Notus Career Management stand alone in its service.

We don't try to be all things to all people, and we are particular about who we are willing to partner with. We will not forge an association if we cannot, in good faith, determine our ability to viably help you in achieving your career objectives. Although we provide a full spectrum of career management services, we believe our focus on efficiency and results is what sets us apart. Notus Career Management is proud to maintain exceptional reach through our business, current and past client contacts in almost all industries and at all professional levels.

Why Outplacement Services

Part of competing in today's marketplace is the almost constant need to assess workforce effectiveness. Outplacement services are now part of an integrated HR function and a smart business move for companies needing to remain nimble, flexible and proactive. How well your company adapts to market conditions and how it treats its employees during such times is critical. When circumstances call for employee separation, outplacement services help ease, streamline and simplify the process.

Compelling Outplacement Benefits

- **Makes the Termination Process Easy**

The separation of employees from your company is greatly facilitated by Notus Outplacement Services, taking on a very professional, positive and humane tone.

- **Multiple Adverse Effects Minimized**

Because Notus quickly and professionally engages exiting employees with a proactive process, they will be much less likely to do "collateral damage" such as taking or disclosing trade secrets, turning off current and potential customers and especially disrupting employee morale and productivity. Your company will not only be seen by employees as "doing the right thing," but will take heart knowing they too will be treated with fairness and dignity. This will send a clear message that your company is committed to them whether staying or leaving.

- **Positive PR Maximized**

By using Notus Outplacement Services for your employees, there will be a positive perception that employment with your company contributes to the overall health of the community and economy. We've all heard how the average dissatisfied customer tells 8-10 others about poor service and 20 percent tell 20 others. And for the average business, it takes six times more resources to attract new customers than it does to keep current ones. In the same way, dissatisfied employees tell others in the community, debilitating future hiring and damaging your company's reputation.

- **Exposure to Litigation Reduced**

Because Notus effectively manages the psychology of separation—by managing attitudes and behaviors in positive, proactive and hopeful ways—the former employees are much less likely to find reason to sue, be disgruntled or want to "get back" at your company.

- **Unemployment Tax Exposure Minimized**

Former employees who obtain employment in a shorter period of time decrease draw on unemployment reserves and reduce your overall liability in this area over time. Notus Outplacement Services motivate employees to seek work instead of "waiting for unemployment to run out."

Notus Career Management Outplacement Services

The Notus Difference

Our Philosophy

Over 20 years ago Notus began providing job search and career transition services to meet the growing demand of professionals. In order to deliver on the results these professionals expected, it was clear we had to have the finest and most effective material, strategies, processes and techniques. We also had to provide meaningful, genuine and valuable coaching. Clients had to know and feel we were on their side during this critical time and for the long haul. In short, we had to care—to be the best.

It's The Network

This philosophy has influenced us in the past and continues today to affect everything we do. For example, early on we realized "it's not what you know but who you know" that would make all the difference in this line of business, so we decided to make each client "a member of the family." That is, upon placement, clients remain valued associates and receive FREE life time services. And as a way to "pay it forward," they become part of a network to help other Notus clients find their way. Other outplacement firms were not as bold, called this "crazy" and have been left in the dust just as the Internet has created a platform for unprecedented business networking. For Notus, this is not window dressing. Over the years this network has become formidable. It truly sets us apart. We have created an enviable human infrastructure unmatched in the career management industry.

Offering Outplacement Services

Soon it was apparent that a new player in career management had moved into the neighborhood. The Notus difference was stark in everything that really mattered. As the news got out, companies wanted Notus to take care of their outplacement needs because they knew that all the hype of outplacement benefits had to be delivered and not just talked about.

Show Me The Money

What are the real deliverables in outplacement anyway and how does Notus stack up? Most outplacement firms say they can cut down on multiple adverse effects of separation because an exiting employee gets treated well by the outplacement firm and that reverberates through the workforce.

With Notus, how we treat and work with our clients is far superior than other traditional outplacement firms. Remember, we wrote the book on "professional compassion." Also, if just a few professionals and executives get "good treatment," then the proclaimed positive benefits of employees seeing the company do the right thing, will be just lip service. Notus provides a tailored set of outplacement programs to help Executives, Management, Professionals and key Support Staff. No other firm offers as many choices to fit any budget. We offer an executive service where we do about everything, but tuck the client in at night. We offer our flagship professional program where training, coaching and collaboration take on a whole new meaning.

We offer a personal package that equips clients to execute their own search with the best training materials and tools available. In addition, clients can just get a resume made up, have specialty marketing materials developed, or have us do some direct connecting with promising opportunities.

Beyond the Executive and Professional programs, clients can contract for as many coaching sessions as they desire, covering any topic that will lead to getting the job done. With these choices, many more of your employees will benefit and so will you in a big way. At Notus, we believe that everyone deserves a "Foot in the Door."

Take It Easy

Another touted outplacement benefit is how easy, rapid and smooth the termination and transition process is made. However, traditional outplacement has separating employees wait to fit into a scheduled workshop. In contrast, through our expert remote servicing capabilities and using the latest communication technologies, Notus makes contact with your exiting employees immediately, sends out materials directly to them, develops documents and begins coaching quickly. No appointment is needed nor is there a schedule to fit into or wait for. No visit to an inconvenient location is required. You simply provide us your separating employees' contact information and we take care of the rest! It doesn't get any easier than this!

About Technology

Many outplacement firms are leveraging technology where they give webinars and make coaching calls from across the continent. Notus too has developed cutting edge technologies to better assist its clients, while rejecting the ease and savings technology promises if it is at the expense of their effectiveness. Notus always has and always will be committed to the development of the individual. Notus uses technology to facilitate and deliver its high quality service with nothing lost. For example, instead of seeing a webinar on interviewing once with just notes or a white paper to refer to, each Notus client obtains a complete DVD set of all the training modules for easy viewing, reviewing, practicing and brushing up 24/7.

It has been found that demonstrations and modeling is critical in order to see the greatest training impact. In addition to the DVDs' demonstrations, Notus can use technology to demonstrate a technique or show a procedure to a client on a home PC that just cannot be learned by hearing or reading. Further, Notus is able to put together personal video conferencing in the comfort of a client's own home when not seeing eye to eye just won't do.

Last Word

We have the fastest "jobbed" rate in our industry – cutting the average job search time in half (*Based on Wall Street Journal Job Search Averages). Additionally, our proven programs are able to help individuals obtain more satisfying positions, and negotiate higher pay. Therefore, you can trust that the outplacement benefits you provide will deliver the highest value for your money and for your exiting employees.

If Notus is starting to sound different among outplacement firms, it's because it is. Notus means business, loves what it does, puts the job seeking client first, and thoroughly exceeds expectations. It's our passion. Let us put it to work for you.

»Please review below the descriptions of our full range of services and programs to assist in tailoring an Outplacement program that fits your financial and organizational needs.

Summary of Notus Career Management Services

eClient™ Executive Career Management Program

NOTUS leads and executes the finest retained executive career consulting and placement service. We provide one-on-one personalized executive consulting in all areas of the search. Clients are linked to Notus partner recruiters and head hunters who specialize in the chosen target area. Contacts are managed and connections made, setting up and otherwise arranging interviews and strategic conversations with inside contacts at companies of interest utilizing the NotusNet™ on behalf of the client. Additionally, resumes are placed with high value contacts, posted in strategic arenas, privately if need be.

Fee: 10% of salary at placement - monthly retainer applied to placement fee.

pClient™ Professional Career Management Program

NOTUS provides the complete career management program on DVD and coaching that includes assisting clients in defining their "career sweet spot" based on the client's experience, core values, and skills—including clients who desire to make a complete career change. We provide resume writing and coaching as well as make suggestions and recommendations. Its network of past and current clients is made available and coaching is provided in all areas of the search including focusing, job search, interviewing and negotiating. Clients and Notus partner in applying the Notus process to the search and following the recommendations of the coach. We engage in proactive searching and assist clients in searching, prospecting, and liasoning.

Fee: \$3,995.

iClient™ Personal Career Management Program

NOTUS delivers its unique program material, technology and tools – in an easy to use, step-by-step DVD format. Clients receive the full Notus Career Management system. Notus then provides a resume, cover letter, P2P document and 2 DirectConnect™ calls. Finally, the client receives up to 5 hours of coaching.

Fee: \$1,495.

dClient™ Self-Directed Career Management Program

NOTUS delivers its unique program material, technology and tools – in an easy to use, step-by-step DVD format. Clients receive the full Notus Career Management system, but without the coaching, contacts and follow up support of the Executive, Professional and Personal program.

Fee: \$500.

mClient™ Marketing Package

NOTUS provides a resume, cover letter, P2P document and 2 DirectConnect™ calls.

Fee: \$500.

rClient™ Resume Writing

NOTUS has experience writing thousands of resumes and cover letters and knows through extensive research, what gets the attention of HR personnel, search engines and hiring executives/managers. Its team of seasoned and experienced writers quickly and effectively provide a quality product.

Fee: \$100 - \$300.

Services and Pricing Table

Services	Price
Notus Resume and Cover Letter	\$100 - \$300
Notus Marketing Package (Resume, Cover, P2P, 2 DC Calls)	\$500
Notus Self-Directed Career Management	\$500
Notus Personal Career Management	\$1,495
Notus Professional Career Management	\$3,995
Notus Executive Career Management	10% of annual salary at placement, less monthly retainer