



QUICKSTART PROGRAM

High Potential, Inc., an OI Partners firm, is providing this **QuickStart** Career Transition Program for you. It is a focused, one-on-one program centered on the transition needs of professionals and senior administrative staff. It combines one-on-one consulting, teleconsulting, *Internet* and personal marketing resources, coordinated to meet your particular requirements. The services you will receive include:

- **Career Consulting Support** - An experienced consultant will work with you. They are professional career coaches, familiar with all aspects of job search. Personalized one-on-one consulting will be provided to you over a thirty-day period.
- **Toll-free Teleconsulting Support** – One of our consultants will be available to follow up with you in person and also by telephone on a *toll-free* teleconsulting line, ready to help coach you with your personal campaign issues. (*i.e.* Interviewing, networking or negotiating matters)
- **Understanding the Whole Person** - Our goal is to equip you with the insights and tools you need to achieve career fulfillment – not just the immediate matters of your current transition. Your Consultant will provide you with an on-line career assessment, which will help you integrate interpersonal, personal, and lifestyle information with career and educational issues. A personal marketing plan will then be laid out to help you to quickly focus on your target companies.
- **Administrative Support Services** – OI Partners/HPi will provide limited administrative, mail, telephone, Internet access and word processing service for up to thirty days in our offices. Workspace will be provided to the extent available.
- **Campaign Management Support Services** – Utilizing the *OI Partners, eCareerCenter™* internet portal, your consultant will show you how to maximize your effectiveness through the contact management, research and resume development tools. Using the integrated calendar system you will be able to plan your networking meetings, interviews and consultant meetings with ease. You will also be able to track and follow-up on all of the résumés that you e-mailed to potential employers.
- **Résumé and Cover Letters** – The OI Partners/HPi résumés, cover letters, and other marketing approaches are designed to best communicate your potential value in the job market. We will help you to fast track the development of your résumé and other personal marketing materials.
- **Interview Preparation and Skill Development** - Communication is crucial in how you are perceived and accepted. We focus on communicating your accomplishments and capabilities in the most effective manner, handling liabilities in a way that projects you in a positive light. Your Consultant will help you to address the tough questions and using skill development training will help you to improve your interview and networking skills.
- **Training to use On-line resources** – Your OI Partners/HPi Consultant will provide training in how to best access available Internet resources. We have tutorial programs and proprietary bookmark files on our *OI Solutions* – *eCareerCenter™* site, with national job search tools, bulletin boards and sites.

- **Key Contact Research** - Research is vital to identifying opportunities that are most likely to meet your combination of experience, skills, and values. An *Internet* based *CareerSearch*[®] database of over 1 million companies, and training to access other data sources on the Internet, helps you bring coherence to your local and regional marketing campaign.
- **Negotiations** - When you receive an offer, your consultant will be available to assess the opportunity. OI Partners/HPI years of experience in evaluating offers is focused on your making the best career and lifestyle decision and then helping you to negotiate the best possible offer.
- **Online Career Center** – To build upon the foundation of the one-on-one consulting, your consultant will introduce you to *OI Solutions* – eCareerCenter™. This suite of tools will provide you with:
 - A personal organizer – maintaining control of your networking contacts, appointments and an active virtual “file cabinet” are crucial to a successful campaign. You will provide you with all of these tools, accessed from any computer.
 - Financial Planning – knowing where you stand will provide you with a peace of mind and allow you to focus on realistic timing and expectations for your career transition process. The online planning tools provide a long range look at your financial health.
 - Résumé tools – After your consultant prepares your résumés, the eCareerCenter™ will assist you in controlling and distributing your material in a timely and efficient manner.
 - Career Research – Every potential employer, informational or networking meeting and interview must be well prepared for. That calls for robust research tools provided by your eCareerCenter™. Using these tools will enable you to follow job leads and access a global research engine. Online access to CareerSearch and Hoovers are included with these tools.
 - Tips and Resources – Also included in your online “toolbox” are job search tips, networking ideas, notes on interviewing skills and additional support designed to enhance the one-on-one consulting.

Please Contact Mike Farrell or Bob Wilson

for further Information call

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or

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More information at www.hpi-inc.com