

You learn about

making the right choices

in part,

by making the wrong ones

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Alcock & McFadden

You learn about making the right choices ... in part ... by making the wrong ones. That's called experience.

Let me tell you about mine.

Human resources has been my career for over 20 years. In 1979 Pertec Computers hired me as a recruitment specialist. One of my first projects: recruiting assembly line technicians.

What skills were required for this job? What temperament? What level of intelligence? I found the answers first hand.

I went to work on the assembly line and learned everything possible about the product and what it took to put it together. And then I knew who to hire.

This example illustrates a fundamental part of AMc's philosophy today: the more you know, the better your chances of making the right choices.

How do we help clients make the choices right for them? The first step: *Know the client. Know their needs. Know their culture. Know their goals. Know the marketplace. Know the competition. Know the law. Know the forecast. (And be ready for what's up ahead.)*

With more than two decades in this business, I've seen a lot of things that are done right, and many that are done wrong. Building a successful company with people who work well together is not a complicated process ... if you make the right choices.

What choice should you make in hiring a human resource consultant? The goal of this brochure is to explain what we do and what sets us apart.

I hope to have the chance to share more about us in person.

Sincerely,



Mary Alcock, President

Who we are

We are employment consultants. While AMc is a small firm, the consortium of experts we represent can handle projects of any size, including highly technical ones. We help our clients by teaming with these independent specialists—with whom we have long standing relationships—to target specific needs.

What we do

We help find talented employees. We build staff teams who can work together. We train managers and build skills. We shop the nation's marketplace—everyday—and keep our clients up-to-date on compensation, benefits and

Finding talent

Selecting the best

Making offers

Creating systems

Building teams

Establishing rules

Disciplining fairly

Training managers

Obeying the law

Staying competitive

labor supply. We know the law, and we make sure our clients do too.

Directed Search and Staffing

- Executive, manager and staff placement
- Specialized candidate sourcing and research
- Selected staff or multiple position recruitment
- From specific task (e.g. generate candidate list) to complete process (from sourcing to hire)

Employment and Interviewing Systems

- Develop interview and employment systems
- Evaluate current systems
- Train staff on tools, process and procedure

Strategic Staffing Plans

- Develop cost-effective recruitment campaigns
- Create specialized campaigns (e.g. colleges)
- Develop long term staffing processes

Organization Building

- Evaluate existing organizational structure
- Review and develop job descriptions
- Interview and assess staff skills, knowledge and ability
- Develop restructuring plans

Compliance Programs

- Develop policies and procedures
- Review on site records and record keeping systems
- Establish performance systems
- Review employment law compliance

Labor Market Resources

- Provide market-based compensation data ("real time" vs. dated survey information)
- Evaluate current offer strategies
- Develop compensation structures

"Help! I need a pharmacokineticist ... quick!"

No problem. Filling highly specialized or technical positions is nothing new at AMc. We do it all of the time.

We find senior research scientists for bio-medical companies, marketing directors for the Internet, system engineers for fiber optic manufacturers, production control managers for telecommunications firms.

And we don't stop there.

We find CEOs, CFOs, COOs, PhDs, MDs, and MBAs. We find officers, directors, managers, sales pros, administrators, technical wizards and everyday good workers.

We're as comfortable looking for talent for the executive suite, as we are for the lab, the production line, the warehouse, the marketing department, or research and development.

Who can we find for you?

Additional Services and Resources

- Senior human resource consulting
- Start up human resource programs
- Training seminars
- Recruitment methods
- Coaching and conflict resolution
- On site recruiting
- Start up staffing



- Manufacturing
- General service
- Technology
- Bio-tech, bio-medical, bio-pharmaceutical
- Local government
- Technical sales and marketing
- Process/chemical engineering

Where we go

AMc is based in San Diego. We know this market and the pro's and con's of working and doing business in San Diego County. But we are not just a local company.

AMc serves clients and fills positions across the United States. Through our personal contacts and with our Internet network, we have national capability.

Who we help

We help firms with as few as one employee (an entrepreneur) to organizations employing thousands (government agencies). Our clients work in diverse fields, from manufacturing (computers) to high tech (bio-medical).

AMc does not specialize. We work in all industries. Recent clients include companies in:

- Telecommunications



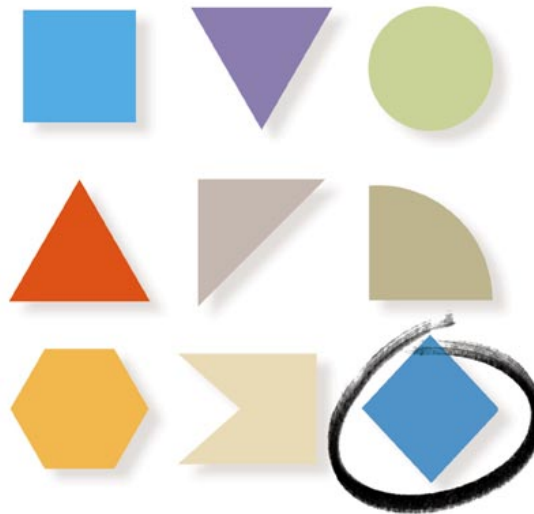
What sets us apart

Find it in the Yellow Pages? Human resource consultants, employment specialists, compensation experts, personnel advisors, strategic system developers ... there are dozens of firms—large and small—offering their services.

Why choose AMc?

Number one: check our references. The people we've worked for are the best indicator of the work we can do for you.

Plus, consider the facts which set AMc apart:



making the right choices

Fees Based in Reality

AMc is not a contingent fee company. Often associated with executive recruiters nicknamed “headhunters,” contingent fees are based on a percentage—averaging 25%—of the annual salary of the candidates placed. A costly service, especially for multiple placements.

AMc does not work like “retained” executive placement firms. Typically, these firms earn a percentage of annual salary—commonly 30%—which is billed one third up front, one third mid-way, and one third on placement. If the placement is not made, these firms, in most cases, keep the two thirds.

Charging a percentage has never made much sense to us. There's no connection to the services provided.

AMc bills on time and materials for all projects. Period. Tell us what you need. We'll give you a proposal based on the number of hours it will take us to complete the project. Plus, you'll have our guarantee we'll finish within those hours.

Going outside for human resource help can be an expensive proposition. But it doesn't have to be.

Results. Guaranteed.

After we complete a project, we ask these questions: Are you satisfied with our work? Do the results meet your needs? Did you get your money's worth?'

If you can't answer “yes”, we want the chance to make things right. If you're not happy, we're not happy.

Another important AMc guarantee: the bill we submit will not exceed the proposal you approved.

We shop the marketplace, everyday.

Salary surveys. Employment rates. Government forecasts. Industry publications. All great resources for staying on top of your business.

But they can't answer this one critical question: what's going on **today**?

We can.

AMc shops the nation's marketplace every business day. And we know what it takes to keep you competitive.

AMc: Your 'Virtual' Human Resources Department?

If you're not ready to establish an in-house HR department—or to add staff to the one you have—staff up with AMc.

We offer all the people services—and the expertise—you need to build your organization or meet your goals. From recruitment to compensation, policies and procedures to what the law requires posted on your bulletin board, turn to AMc for help in making the right choices.

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