

Welcome to Felix!

We are very happy you'll be working with us during your Re-employment program. In this brief overview, we would like to introduce our team and provide you with a quick outline of your program.

About You

Name:	Alec Chen	Client ID:	11477
Employer Name:	AON Hewitt	Employee ID:	
Home Address:	36 McNicoll Ave	City:	North York
Province/State:		Postal/Zip:	M2H2A8
Home Tel:	416-497-8335	Mobile:	416.301.6728
Home Fax:		Work Tel:	
Home Email:	alecxchen@yahoo.ca		
Web Support:	http://client.felixglobal.com		
Login ID:	alecchen	Password:	acchange

About Our Team

Your Consultant: Laura Brooks
Office Location: 80 Richmond Street West, 10th Floor, Toronto
Office Phone: 416-473-8137 **Fax:** **Email:** lbrooks@felixglobal.com
Bio Note:

Laura's 25+ years in business, HR management and personal coaching has provided her with a rich base of experience and expertise to draw from. Her focus has always been facilitating the success of others whether in business or as a community volunteer. She holds a B.A. from Queen's University and is a certified coach.

Since 1986, our team has been working with people going through career transitions and our experience has taught us that One to One service is the best way to provide the support and assistance you may require. So, we provide more One to One contact time between clients and their consultants than any other firm in our industry.

The success of your One to One program depends in large part on the relationship established between client and consultant. If, for any reason, you would be more comfortable with another consultant, please do not hesitate to discuss this with your consultant - or, if you would prefer, with the Customer Relationship Manager responsible for overseeing your program:

Cust. Rel. Mgr: Jeff Theeuwen
Office Location: 80 Richmond Street West, 10th Floor, Toronto
Office Phone: 416-512-7244 **Fax:** 416-512-7399 **Email:** jtheeuwen@felixglobal.com

About Your Program

Program Type: Re-employment

Program Desc: 3 Months Transition support

Program Length: 3 mth(s)

Start Date: 04 February 2013

End Date: 04 May 2013 *

* your program may end earlier, e.g. if you secure employment before this date.

Program Content:

- **One to One career transition support.** Throughout your program, we will work closely together to achieve your objectives. There are no stop watches in our offices and we can meet as often and for as long as necessary to achieve these. As a guide for your planning purposes, our experience has shown most clients find weekly meetings during the first few weeks to be very helpful, followed by bi-weekly or monthly meetings thereafter.
- **Customized Program.** We do not take a "cookie cutter" approach to supporting our clients. You and your consultant will work together to customize a program that addresses your specific job search and career planning needs and to:
 - Develop an objective understanding of your strengths, interests and temperament, using professional behavioural/temperament assessment tools.
 - Develop a clearly-defined career objective and path.
 - Articulate a comprehensive list of your career accomplishments.
 - Develop a resume that sells.
 - Develop an internal marketing and networking strategy.
 - Build your interviewing skills.
- **Our Career Planning Workbook** (which you will receive at our first meeting) will help guide you through a series of job search related activities that support your One to One coaching program.
- During your program, you will also have unlimited access to:
 - our **web-based program support materials** and discussion forums
 - **professional workspace & technology**
 - **office support** during your program

Global Discovery

Empower Your Career Search

Empower your career search by using one of the most powerful tools for identifying job opportunities. The Global Discovery system provides by far the largest number of job opportunities of any source in Canada, 10 times the number of the largest commercial job boards (e.g. Workopolis).

The Global Discovery technology captures job opportunities, on a daily basis, from a vast array of resources that include commercial job boards, government, news groups, not-for-profits, recruiters, private corporate web sites and print media. In addition to this, Global Discovery obtains job opportunities from companies and recruiting firms that input their staffing requirements directly into the Global Discovery system at no cost.

In these ways, the Job Search System is capturing approximately 240,000 unique new job opportunities each month from coast to coast in Canada. The majority of these opportunities are not to be found on any commercial job posting site. By providing access to job opportunities that are not widely known-those not advertised on commercial job posting sites such as Monster and Workopolis-the Job Search System can provide you with a significant advantage in the job marketplace.

The Job Search System also provides the industry's most powerful job search tools to help you find the best employment opportunities possible-those closely aligned with your interests and abilities-from within Canada's largest database of unique new job postings.

Quick Start to Email Job Alerts

Email Job Alerts can be an extremely powerful tool. Below are tips on how to get the most out of Email Job Alerts.

Login - Login to the Felix Global client website and click on Global Discovery. Once in the Job Search System click **Search the Jobs Database**.

Keywords - Enter keywords that describe your career focus into the appropriate fields. Test by clicking the **Job Search** button. Review the returned **Search Results** page, checking to see that a limited number of appropriate results have been found. There is a helpful tutorial on creating searches available from the main menu.

Tuning - It is very important to invest a little time 'tuning' your keywords and search settings. A well-chosen set of keywords and search settings will provide you with a limited number of mostly relevant results. To tune your search, click the **Modify Search** button on the **Search Results** page, make changes and test again by clicking the **Job Search** button. Repeat this process until you see a limited number of appropriate results. Note: it is better to see a few jobs that are not of interest than to miss an important opportunity, so be careful not to make your search criteria overly restrictive.

Save Your Search - Once you are satisfied with your tuning, click the **Save and Manage Search Terms** button at the bottom of the **Advanced Job Search** page. The **Save Search Terms** page will appear. Enter a descriptive name for your search in the top box and press the **Save Search Terms** button.

Create a Job Alert - Next, with your new search selected in the list of searches, click **Create Job Alert Using Selection**, which takes you to the **Save and Manage E-Mail Job Alerts** page. Select the search name you just created and click **Enable Email Alerts**. Select the days of the week you would like to receive alerts, and click the **Save Changes** button.

Privacy Policy

Felix Global Corp. fully recognizes and appreciates that the nature of our business and the work we do with our clients means that we are entrusted with highly personal and confidential information.

Our policies and practices have been designed to comply with the Personal Information Protection and Electronic Documents Act (PIPEDA) and corresponding provincial legislation. Felix Global Corp. is committed to the highest standards of protection of personal information as outlined in the ten privacy principles:

Principle 1 –Accountability

Each Felix office is responsible for maintaining and protecting the client information under its control. The manager of the office is directly accountable for ensuring that all office procedures and staff maintain compliance with the ten privacy principles. In addition, Felix Global Corp. has designated a Corporate Privacy Officer to ensure that company wide practices are updated and compliant.

Principle 2 –Identifying Purposes

Felix Global Corp. collects personal information strictly in order to deliver requested services. We identify the purpose for which client information is collected at the time the information is actually being collected.

Principle 3 –Consent

Felix Global Corp. obtains your consent to collect and use personal information. The method of obtaining consent is appropriate to the type of information being collected or used. Felix Global Corp. will obtain your express consent (written or electronic agreement) before disclosing your personal information to any other party, except where required by law.

- name, age, gender, marital status
- home address and telephone numbers
- personal identification numbers (e.g., social insurance numbers)
- personnel information (e.g., employment history, references to criminal records, comments, disciplinary actions, compensation)
- testing results (e.g. skill, vocational, aptitude testing)
- our interview notes

Principle 4 –Limiting Collection

Felix Global Corp. collects only information required to provide products and services to clients. We collect information only by clearly identifying the purpose and by ethical and lawful means.

Principle 5 –Limiting Use, Disclosure & Retention
Felix Global Corp. will only use client information for the purpose for which it was collected unless the client has otherwise consented to use for another purpose. Personal information will only be retained for the period of time required to fulfill the purpose for which it was collected.

Felix Global Corp. regularly and systematically destroys, erases, or makes anonymous personal information no longer required to fulfill the identified collection purposes, and no longer required by laws and regulations.

Privacy Policy - Continued

Principle 6 –Accuracy

Felix Global Corp. will maintain client information in as accurate, complete and up-to-date form as is necessary to fulfill the intended purpose of collecting the information. The client can help us maintain the accuracy of their personal information by notifying us of any changes to the information.

Principle 7 –Safeguards

Felix Global Corp. will safeguard your personal information, regardless of the format in which it is held, including:

- physical security measures such as restricted access facilities and locked filing cabinets
- electronic security measures such as password protection, database encryption and personal identification numbers
- organization processes such as limiting access to your personal information only to those directly involved in providing service(s) to the client

Principle 8 –Openness

Felix Global Corp. is committed to providing you with easily available access to our policy and practices related to management of your personal information. This policy and related information is available at all times on our website, www.felixglobal.com or upon request from any of our offices. Felix Global Corp. reserves the right to modify this Privacy Policy at anytime without notice.

Principle 9 –Individual Access

Upon request, Felix Global Corp. will provide clients with timely access to their personal information. In certain situations, however, we may not be able to give clients access to all their personal information. We will explain the reasons why access must be denied and any recourse the client may have, except where prohibited by law.

Principle 10 –Challenging Compliance

Clients of Felix Global Corp. may direct any questions or enquiries with respect to the privacy principles or about privacy practices by contacting the manager of any of our offices. Alternatively, clients can contact the Privacy Information Officer by mail at Felix Global Corp., 80 Richmond Street West, 10th Floor, Toronto, Ontario M5H 2A4.