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RMS - Recruiter Version Default Menus and Email Texts

Our default data menus and email responses to applicants can be found here. Please edit them however you wish on this document and return it to us (recruiter@cambridgedata.com) for your set up. We have turned on 'Track Changes' to allow us to easily see your changes; please leave that on while doing your edits. For the email texts, you can either edit the texts below, or simply delete them and write your own texts at the bottom.

Data Menus

Menu - education

JD
MA
MBA
MD
Ph.D.
Undergraduate only

Menu - status

Employed Full-time
Employed Part-time
Retired
Unemployed

Menu - travel

Moderate/heavy travel OK
Prefer light or no travel
Prefer part-time only
Short-term only

Menu - rating

CV Review
A. Very Strong
B. Strong
C. Needs further assessment
Interviewed
1. Very Strong
2. Strong
3. Adequate for certain situations
4. Further assessment needed

Menu - references/background

Background check:
Background check deemed unnecessary
Background check done, problems
Background check done, satisfactory
No background check completed

References:

Full reference check completed
No references checked
Referred from trusted source
Some references checked

Menu - industry

Aerospace/Defense
Automotive
Commercial banking/Insurance
Consumer products
Education, for-profit
Education, non-profit
Electronics
Energy
Government/Public policy
Health Services/Health insurance
Industrial/Chemicals
Internet/Digital
Investment banking/Finance
IT/Software
Law
Media/Entertainment
Mining & metals, steel
Nonprofit
Pharmaceutical/Biotech/Medical devices
Private equity/VC

Professional services
Publishing
Real estate
Retail
Technology
Telecommunications/Wireless
Transportation
Travel & leisure

Menu - locations

International

Africa
Asia
Australia
Europe - Eastern
Europe - Western, not UK
Latin America
Middle East
United Kingdom

The Midwest

Chicago
Cleveland
Detroit
Minneapolis
St. Louis
z - Other Midwest

The Northeast

Boston
New York
Philadelphia
z - Other Northeast

The South

Atlanta
Dallas
Houston
Miami
Washington, D.C.
z - Other South

The West

Denver
Las Vegas
Los Angeles
Phoenix
San Diego
San Francisco
Seattle
Washington
Western Colorado
Wyoming
z - Other West

Menu - skills

Business development/Strategy

Business plan development
Due diligence
General business
development/Strategy
Governance/Board management
M&A/divestiture
Strategic partnerships
Strategic planning
SVP Corp. Strategy or Biz. dev/partner-level strategy consultant

Finance

CFO/Senior financial management
Financial modeling/valuation
Financial planning/P&L
General finance
Raising capital

General management/Operations

Call center / CRM
CEO/COO/Division-level GM
Change management/Strategy
implementation
Cost reduction
Entrepreneurial management/Start-up
General management
Manufacturing
Post-merger integration
Process redesign / reengineering
Procurement/strategic sourcing
Project management
Supply chain management
Turn around

HR/Organization design

Culture change
General HR/Organizational
development
HR policies/Benefits
Organizational design
Recruiting/Executive search
Training

IT

CTO/IT general management
General IT
System integration

Marketing

Advertising
Branding
Channel management
CMO/Senior marketing executive
Communications

Corporate communication/ethics
Crisis communication
General marketing
Internet marketing
Market research
New product development/Launch
Pricing strategy
Product management
Public relations
Sales/Sales force management
Multinational
Business process outsourcing/Off-
shoring
General multinational
International JV/Business development
International market entry

Menu - software

Database Development and Management
Access
mySQL
SQL Server
Office Applications
Excell
Powerpoint
Word
Programming Languages
C+
Java
Perl
Systems Management
Linux
Mail Servers
Windows

Email Messages:

Default email confirmation sent to applicants applying from outside:

To: <\$fname> <\$lname>,

Thank you for submitting your information to our applicant database. If you are applying for a specific position, we will be in touch soon. Even if you are not selected for a current opening, we use our database continually for new opportunities and will contact you if something appropriate arises.

You may update your information any time through our applicant update area at the following location:

<<\$website-url>/login>

It is particularly important that your contact information be kept up to date.

To update your record, you will need to identify yourself using your email address and a password.

Your password is:

"<\$password>"

Should you forget your password, you can request a new one through our Update page and we will email it to you immediately.

Thank you for your registering with us!

Default email confirmation sent to people entered into the RMS by your staff:

To: <\$fname> <\$lname>,

Thank you for submitting your information to us. We have reviewed your qualifications and, although we do not have any positions which currently fit, we have entered your data into our Applicant Database. We use our database continually for new opportunities and will contact you if something appropriate arises.

You may update your information any time through our applicant update area at the following location:

<<\$website-url>/login>

It is particularly important that your contact information be kept up to date.

To update your record, you will need to identify yourself using your email address and a password.

Your password is:

"<\$password>"

Should you forget your password, you can request a new one through our Update page and we will email it to you immediately.

Thank you for your registering with us!