



Specializing in outplacement and resume writing services

### About Quest Career Services, LLC

We specialize in providing affordable one-on-one outplacement services. We are able to provide personalized outplacement services featuring one-on-one time with a Career Transition Consultant at a price below many group seminar outplacement packages. Whether you are downsizing 1 or 100 employees, we can provide your company with the means to offer them effective, affordable outplacement services.

### Our Philosophy

At Quest, our outplacement services philosophy is based on the belief that we can best serve a displaced employee by truly understanding their unique situation. To accomplish this, we provide each displaced employee with the personalized one-on-one attention and support they need. With each of our outplacement packages, a displaced employee receives one-on-one time with a Career Transition Consultant.

Rather than providing group seminars where the displaced employee is expected to learn how to create their own job search tools, we take the pressure off the displaced employee by taking responsibility for creating the job search tools they need to conduct an effective job search.

### Outplacement Needs Have Changed *Structure Your Severance Packages to Meet these Needs*

Today's displaced professional is likely to have a home computer with Internet access. They no longer need an outplacement firm to provide them with office space and access to office equipment.

Rather than providing office space and equipment, we focus on providing the displaced worker with what they really need -- an effective resume written by a professional resume writer, a cover letter to highlight their strengths, resume posting to the top online career sites, and electronic distribution of their resume to executive recruiters.

### Our Approach

We recognize that someone who has been downsized isn't in the best frame of mind to attend group seminars to learn new skills like resume writing and Internet job search techniques.

We take the pressure off the displaced employee by taking responsibility for creating the job search tools they need.

We use our knowledge of Internet job search techniques to ensure the displaced employee's materials are formatted properly for the Internet and accessible to employers searching for candidates online.

Finally, we provide ongoing one-on-one consultations with a Career Transition Consultant to help them with any aspect of their job search. We utilize e-mail and telephone consultations to allow us to effectively work with displaced workers located throughout the country.

### Affordable One-on-One Support In Any Location

We work with jobseekers via telephone consultant and e-mail, which reduces our overhead costs and our outplacement fees. We are able to provide outplacement services featuring one-on-one time with a Career Transition Consultant at a price below many group seminar outplacement packages using this approach. Communicating with jobseekers one-on-one via telephone consultations and e-mail also allows us to work with displaced employees located in any geography.

### Outplacement Packages

Although we can work with all types of employees, the majority of job seekers we work with are experienced managers, executives, and professionals.

We offer five Outplacement Packages. Each includes one-on-one outplacement support.

### Platinum Plus Extended Package

6 months of career transition support consisting of:

- 12 total hours of one-on-one telephone consultation time with a Career Transition Consultation covering any aspect of the job search process where the displaced employee needs support including Internet job search techniques, interviewing, thank you letters, and salary negotiations.
- A 24/7 accessible web-based career assessment tool. The displaced employee receives a 30-page personalized report that covers such areas as motivational traits, 10 top job areas to pursue, vocational analysis, personal analysis and learning styles.
- Access to an interactive program allowing the displaced employee to see how their motivations match the job profile for a particular job of interest
- A 1 hour one-on-one telephone consultation to review career assessment results
- A resume written by a professional resume writer
- An ASCII version of the resume needed for posting the resume online
- A cover letter written to highlight the displaced employee's strengths
- Resume posting to 4 online career sites
- Electronic resume distribution to 10,000 executive recruiters and employers
- Job Search Guidebook

**Platinum Plus Extended:** \$1,585 USD per employee

### Platinum Plus Package

3 months of career transition support consisting of:

- 6 total hours of one-on-one telephone consultation time with a Career Transition Consultation
- A 24/7 accessible web-based career assessment tool. The displaced employee receives a 30-page personalized report that covers such areas as motivational traits, 10 top job areas to pursue, vocational analysis, personal analysis and learning styles.
- Access to an interactive program allowing the displaced employee to see how their motivations match the job profile for a particular job of interest

- A 1 hour one-on-one telephone consultation to review career assessment results
- A resume written by a professional resume writer
- An ASCII version of the resume needed for posting the resume online
- A cover letter written to highlight the displaced employee's strengths
- Resume posting to 4 online career sites
- Electronic resume distribution to 10,000 executive recruiters and employers
- Job Search Guidebook

**Platinum Plus:** \$1,080 USD per employee

### Platinum Package

3 months of career transition support consisting of:

- 6 total hours of one-on-one telephone consultation time with a Career Transition Consultation covering any aspect of the job search process where the displaced employee needs support including Internet job search techniques, interviewing, thank you letters, and salary negotiations.
- A resume written by a professional resume writer
- An ASCII version of the resume needed for posting the resume online
- A cover letter written to highlight the displaced employee's strengths
- Electronic resume distribution to 10,000 executive recruiters and employers
- Job Search Guidebook

**Platinum:** \$875 USD per employee

### Gold Package

3 months of career transition support consisting of:

- 6 total hours of one-on-one telephone consultation time with a Career Transition Consultation covering any aspect of the job search process where the displaced employee needs support including Internet job search techniques, interviewing, thank you letters, and salary negotiations.
- A resume written by a professional resume writer
- Job Search Guidebook

**Gold:** \$745 USD per employee

## Silver Package

2 months of career transition support consisting of:

- 4 total hours of one-on-one telephone consultation time with a Career Transition Consultation covering any aspect of the job search process where the displaced employee needs support including Internet job search techniques, interviewing, thank you letters, and salary negotiations.
- A resume written by a professional resume writer
- Job Search Guidebook

**Silver:** \$596 USD per employee

## Questions? Contact us.

### [Quest Career Services](#)

5417 Grove Street

Edina, MN 55436

Ph: 952-929-4197 Fax: 952-929-4588

[outplacement@questcareer.com](mailto:outplacement@questcareer.com)

## Ordering Instructions

### Corporate Credit Card Orders

We accept Visa, MasterCard, American Express and Discover. For credit card orders, place your order online through our [secure online order form](#) on our [web site](#), contact us by phone at 952-929-4197 or toll-free at 1-888-213-9037, or fax your order to us at 952-929-4588. Your credit card will be billed at the time each displaced employee decides to utilize our outplacement services. If a displaced employee elects not to work with us, you will not be billed for that employee.

### Purchase Orders

To use a Purchase Order, place your order online through our [secure online order form](#) on our [web site](#), contact us by phone at 952-929-4197 or toll-free at 1-888-213-9037, or fax your order to us at 952-929-4588. Your organization will be invoiced at the time each displaced employee decides to utilize our outplacement services. This invoice will be due upon receipt. If a displaced employee decides not to work with us, you will not be billed for that employee.