

PeopleSoft
ADVERSE IMPACT REPORT

Page No. 1
Run Date 11/08/2004
Run Time 15:19:04

Report ID: HRS001UK

For the period 01/01/2004 through 11/08/2004

Actions	<----- U K E T H N I C G R O U P ----->						<----- S E X ----->		Total
	EU-UK	EU-Other	African	Afro Carib	Asian	Other	Male	Female	
Total Applicants	33	0	0	0	0	0	8	25	33
Total Offers	9	0	0	0	0	0	2	7	9
% Impact	27.27	0.00	0.00	0.00	0.00	0.00	25.00	28.00	27.27
Total Hired	5	0	0	0	0	0	0	5	5
% Impact	15.15	0.00	0.00	0.00	0.00	0.00	0.00	20.00	15.15

* Totals may include applicants which have not been given a UK ethnic status

End of Report

Adverse Impact Report

CONFIDENTIAL

GERNational Office
 1111 Constitution Avenue, NW
 Room 1214 HQ
 Washington, DC
 USA

Run Date: 11/08/2004
 Page No. 1
Run for All Establishments
From 01/01/2004 Thru 11/08/2004

Adverse Impact Summary

Adverse Impact by EEO Groups

Action	EEO Groups					
	Comparison EEO Group	White	Black	Hispanic	Asian	American Indian
Hiring Rate	N/A	NO	NO	NO	NO	NO
Promotion Rate	N/A	NO	NO	NO	NO	NO
Termination Rate	N/A	NO	NO	NO	NO	NO

Adverse Impact by Gender

Action	Gender Group		
	Comparison Gender Group	Male	Female
Hiring Rate	N/A	NO	NO
Promotion Rate	N/A	NO	NO
Termination Rate	N/A	NO	NO

Adverse Impact Detail

Success Rate for EEO Groups

Action	EEO Groups					
	Comparison EEO Group	White	Black	Hispanic	Asian	American Indian
#Applicants	0	0	0	0	0	0
Applicants %	0.00	0.00	0.00	0.00	0.00	0.00
#Hires	0	0	0	0	0	0
Hires %	0.00	0.00	0.00	0.00	0.00	0.00
#Promotions	0	0	0	0	0	0
Promotions %	0.00	0.00	0.00	0.00	0.00	0.00
#Terminations	0	0	0	0	0	0
Terminations %	0.00	0.00	0.00	0.00	0.00	0.00
Total # Employees as of Thru Date	0	0	0	0	0	0
Total %	0	0	0	0	0	0

Success Rate for Gender

Action	Gender Group		
	Comparison Gender Group	Male	Female
#Applicants	0	0	0
Applicants %	0.00	0.00	0.00
#Hires	0	0	0
Hires %	0.00	0.00	0.00
#Promotions	0	0	0
Promotions %	0.00	0.00	0.00
#Terminations	0	0	0
Terminations %	0.00	0.00	0.00
Total # Employees as of Thru Date	0	0	0
Total %	0	0	0

Job Group Movement Analysis

CONFIDENTIAL

Global Business Institute HQ

1400 Madison Ave
Los Angeles, CA 94769
USA

Run Date: 11/08/2004

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Run for Establishments in Company

From 01/01/2004 Thru 11/08/2004

Job Group :

	MALES					FEMALES				
	White	Black	Hispanic	Asian	Am Indian	White	Black	Hispanic	Asian	Am Indian
#Applicants	0	0	0	0	0	0	0	0	0	0
% of Total Applicants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
#Hires	0	0	0	0	0	0	0	0	0	0
% of Total Hires	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
#Promotions	0	0	0	0	0	0	0	0	0	0
% of Total Promotions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
#Terminations	0	0	0	0	0	0	0	0	0	0
% of Total Terminations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total # Employees as of Thru Date	0	0	0	0	0	0	0	0	0	0

	TOTAL BY ALL MALES	TOTAL BY ALL FEMALES	TOTAL BY ALL MINORITIES
#Applicants	0	0	0
% of Total Applicants	0.00	0.00	0.00
#Hires	0	0	0
% of Total Hires	0.00	0.00	0.00
#Promotions	0	0	0
% of Total Promotions	0.00	0.00	0.00
#Terminations	0	0	0
% of Total Terminations	0.00	0.00	0.00
Total # Employees as of Thru Date	0	0	0

Job Group Movement Analysis

CONFIDENTIAL

Global Business Institute HQ

1400 Madison Ave
Los Angeles, CA 94769
USA

Run Date: 11/08/2004

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Run for Establishments in Company

From 01/01/2004 Thru 11/08/2004

Job Group : All Job Groups (Consolidated Report)

	MALES					FEMALES				
	White	Black	Hispanic	Asian	Am Indian	White	Black	Hispanic	Asian	Am Indian
#Applicants	0	0	0	0	0	0	0	0	0	0
% of Total Applicants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
#Hires	0	0	0	0	0	0	0	0	0	0
% of Total Hires	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
#Promotions	0	0	0	0	0	0	0	0	0	0
% of Total Promotions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
#Terminations	0	0	0	0	0	0	0	0	0	0
% of Total Terminations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total # Employees as of Thru Date	0	0	0	0	0	0	0	0	0	0

	TOTAL BY ALL MALES	TOTAL BY ALL FEMALES	TOTAL BY ALL MINORITIES
#Applicants	0	0	0
% of Total Applicants	0.00	0.00	0.00
#Hires	0	0	0
% of Total Hires	0.00	0.00	0.00
#Promotions	0	0	0
% of Total Promotions	0.00	0.00	0.00
#Terminations	0	0	0
% of Total Terminations	0.00	0.00	0.00
Total # Employees as of Thru Date	0	0	0

Hot Jobs marked with an asterisk (*)

Job Opening Job				Recruitment			Recruitment	Number	Expenses
ID	Code	Position	Status	Title	Open Date	Close Date	Recruiter	Candidates	To Date
1	820030		Open	Specialist-Computer	03/10/1999			3	0.00
2	820030		Open	Specialist-Computer	03/10/1999			0	0.00
3	170070		Open	Assistant-Personnel	03/10/1999			0	0.00
4	140075		Open	Analyst-Program	03/10/1999			0	0.00
5	800000		Open	Secretary	03/10/1999			0	0.00
6	140005		Open	Analyst-Budget	03/10/1999			0	0.00
7	170070		Open	Assistant-Personnel	03/10/1999			0	0.00
8	290035		Open	Clerk-File	03/10/1999			0	0.00
10120			Open		08/30/2005			0	0.00
10128	290080		Open	Clerk-Payroll Sr	10/13/2005		Betty Locherty	1	0.00
10146	120010		Open	Administrator-Human Resources	11/27/2005		Marc Kessler	0	0.00
10147	600250		Open	Manager-HR Help Desk	11/27/2005		Marc Kessler	2	0.00
10264	N00037		Open	Web Developer	04/11/2006		Geoff Nolan	0	0.00
30008	820005	10000003	Draft	Benefits Specialist	07/27/2004			0	0.00
30021			Draft		09/12/2004			0	0.00
30024	K03002		Open	Administrator-HR	09/28/2004		Vicky Adler	7	0.00
300001	910005		Open	Trainee-Analyst	01/07/2009		Geoff Nolan	0	0.00
300007	N00037		Open	Web Developer	12/02/2008		Vicky Adler	2	0.00
300010	N00010		Open	Guest Services Manager	01/07/2009		Margie Mack	0	0.00
300011	290075		Open	Clerk-Payroll	01/07/2009		Betty Locherty	0	0.00
300012	170005		Open	Assistant-Administrative	01/07/2009		Betty Locherty	0	0.00
300014	N00048		Open	Front Office Assistant	01/07/2009		Liz Zacharia	0	0.00
300015	N00040		Draft	Public Relations Manager	01/07/2009		Jake Oglevy	0	0.00
300016	N00045		Pending	QA Analyst	01/07/2009		Terry Goldwin	0	0.00
300017	N00010		Pending	Guest Services Manager	01/07/2009		Jake Oglevy	0	0.00
300019	140080		Open	Analyst-Systems	01/07/2009		Andrea Nickson	0	0.00
300020	N00047		Pending	Store Manager	01/07/2009		Liz Zacharia	0	0.00
300055			Open		01/21/2009			0	0.00
300071	AADUMY		Pending	Additional Appointment	02/02/2009		Andrea Nickson	0	0.00
300072	N00034		Draft	Application Developer	02/02/2009		Liz Zacharia	0	0.00
300121	140080		Pending	Analyst-Systems	02/10/2009		Andrea Nickson	0	0.00

Hot Jobs marked with an asterisk (*)

Job Opening Job				Recruitment			Recruitment	Number	Expenses
ID	Code	Position	Status	Title	Open Date	Close Date	Recruiter	Candidates	To Date
10010	120010		Open	Administrator-Human Resources	11/03/1998		Indira Tendulkar	3	0.00
10020	290030	19000022	Open	Data Entry Clerk	08/30/2004		Steven Mackey	0	0.00
10021	820065	19000007	Open	HRIS Specialist	08/30/2004		Steven Mackey	0	0.00
10031	290030	19000022	Open	Data Entry Clerk	08/30/2004		Steven Mackey	0	0.00
10131	170005	19000018	Open	Administrative Assistant	11/27/2005			2	0.00
10139	170005	19000018	Canceled	Administrative Assistant	01/01/2000		Betty Locherty	1	0.00
10140	170005	19000018	Canceled	Administrative Assistant	01/01/2000		Betty Locherty	0	1500.00
10142	K03002	KON30002	Open	Administrator-HR	11/27/2005			0	0.00
10143	K03002	KON30002	Open	Administrator-HR	11/27/2005			0	0.00
10144	600105	19100004	Open	Snr Mgr Human Resources	11/27/2005		Marc Kessler	1	0.00
10168	170005	19000018	Open	Administrative Assistant	01/09/2006			2	0.00
10239	K03002	KON30002	Open	Administrator-HR	03/27/2006			0	0.00
10245	K03002	KON30002	Open	Administrator-HR	03/29/2006			2	0.00
10246	K03002	KON30002	Open	Administrator-HR	03/29/2006			2	0.00
10271	170005	19000018	Draft	Administrative Assistant	04/19/2006			0	0.00
10281	K03002	KON30002	Pending	Administrator-HR	05/26/2006		Liz Zacharia	0	0.00
10296	600060		Open	Manager-Employee Relations	09/18/2008			2	0.00
30003	600035	10000001	Open	Manager-Compensation/Benefits	07/26/2004			7	0.00
30009	140065	10000002	Open	Human Resource Analyst	08/10/2004		Vicky Adler	4	0.00
30010	600035	10000001	Open	Manager-Compensation/Benefits	08/10/2004		Vicky Adler	4	0.00
30017	820065	19000012	Open	HRIS Specialist	09/12/2004		Vicky Adler	5	0.00
30023	600060		Open	Manager-Employee Relations	09/12/2004		Vicky Adler	4	0.00
30028	170005	19000018	Pending	Administrative Assistant	01/06/2005		Douglas Lewis	0	0.00
30030	170005		Pending	Assistant-Administrative	04/03/2006		Douglas Lewis	0	0.00
35000	140060	19000083	Open	HRMS Analyst	09/13/2004		Joyce Hayden	0	0.00
35008			Open		08/26/2003		Joyce Hayden	6	0.00
100080	820065	19000007	Open	HRIS Specialist	06/28/2001			0	0.00
100081	820075	19000015	Open	Labor Relations Specialist	06/28/2001		Antonio Santos	0	0.00
120001	800010	19000017	Closed	Senior Secretary	11/01/1989	01/01/1990		2	0.00
120004	600060	19000101	Open	Mgr Employee Relations	05/01/1990			3	55.00
190001	820065		Closed	Specialist-HRIS	12/01/1999			2	500.00
200003	420060		Closed	Director-Human Resources	07/23/2001			1	0.00
200005	310015		Closed	Consultant-Senior	07/23/2001			1	0.00
290001	170005	19000018	Closed	Administrative Assistant	07/01/1997	09/12/1997		3	8000.00
290002	310015	19000089	Closed	Consultant-Senior	09/02/1980	11/02/1980		2	10.00
290006	600065	19000004	Open	Manager-Employment/Recruitment	07/15/2000		Charles Baran	1	4000.00
290007	820065	19000007	Open	HRIS Specialist	09/29/2000		Richie Finnes	6	230.00
290009	820065	19000007	Open	HRIS Specialist	10/05/2000		Richie Finnes	3	15.00
290014	820005	19000010	Open	Benefits Specialist	08/09/2001		Martina Griffiths	0	100.00
290021	600035	19000003	Open	Manager-Compensation/Benefits	08/13/2001		Martina Griffiths	0	550.00
290022	820065	19000007	Open	HRIS Specialist	08/13/2001		Martina Griffiths	0	640.00
290036	140060	19000083	Open	HRMS Analyst	06/10/2002		Corrine Tran	2	350.00
290038	170005	19000018	Open	Administrative Assistant	06/14/2002		Marc Kessler	0	0.00
290045	310015	19000089	Open	Consultant-Senior	07/10/2002			0	0.00

PeopleSoft
 APPLICANT LISTING

Report ID: HRS005
 Dept:

Hot Jobs marked with an asterisk (*)

Job Opening ID	Job Code	Position No.	Status	Candidate ID Name	Status Step	Offer
10120			Open			
			# of Applications: 0	# of Referrals: 0	# of Interviews: 0	
10128	290080		Open	100102 Betty Locherty	Active	
			# of Applications: 1	# of Referrals: 0	# of Interviews: 0	
10146	120010		Open	Marc Kessler		
			# of Applications: 0	# of Referrals: 0	# of Interviews: 0	
10147	600250		Open	100115 Marc Kessler Louse Clifton 100116 Michael Clifton	Active Active	
			# of Applications: 2	# of Referrals: 0	# of Interviews: 0	
10264	N00037		Open	Geoff Nolan		
			# of Applications: 0	# of Referrals: 0	# of Interviews: 0	
30008	820005	10000003	Draft	Benefits Specialist		
			# of Applications: 0	# of Referrals: 0	# of Interviews: 0	
30021			Draft			
			# of Applications: 0	# of Referrals: 0	# of Interviews: 0	
30024	K03002		Open	1016 Vicky Adler Cindy Lee 1017 Gregory Wu 1018 Corey Williams 1029	Active Active Active Active	

PeopleSoft
 APPLICANT LISTING

Report ID: HRS005
 Dept:

Hot Jobs marked with an asterisk (*)

Job Opening ID	Job Code	Position No.	Status	Candidate ID Name	Status Step	Offer
				Joan Bennett 1030	Active	30000.00 / Annual USD
				Martha Lewis 1031	Referral	
				Stewart Johannsen 100120 R A	Active	
			# of Applications: 7	# of Referrals: 1	# of Interviews: 0	
300001	910005		Open	Geoff Nolan		
			# of Applications: 0	# of Referrals: 0	# of Interviews: 0	
300007	N00037		Open	Vicky Adler	Active	
				100273 Mathew Hawarden 300002 Ricky Ponting	Active	
			# of Applications: 2	# of Referrals: 0	# of Interviews: 0	
300010	N00010		Open	Margie Mack		
			# of Applications: 0	# of Referrals: 0	# of Interviews: 0	
300011	290075		Open	Betty Locherty		
			# of Applications: 0	# of Referrals: 0	# of Interviews: 0	
300012	170005		Open	Betty Locherty		
			# of Applications: 0	# of Referrals: 0	# of Interviews: 0	
300014	N00048		Open	Liz Zacharia		
			# of Applications: 0	# of Referrals: 0	# of Interviews: 0	

PeopleSoft
JOB OPENING COST ANALYSIS

Report ID: HRS006
Dept: 10000 Human Resources

Expenses To Date are converted to base currency - USD

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Run Date 11/09/2004
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Job Opening Number	Job Code	Position Number	Status	Title	Recruiter	Applicant	Duration	Expense Type	Amount
10010	1200		Open		Indira Tendulkar				
Job Opening Total:									0.00
10020	2900	19000022	Open	Data Entry Clerk	Steven Mackey				
Job Opening Total:									0.00
10021	8200	19000007	Open	HRIS Specialist	Steven Mackey				
Job Opening Total:									0.00
10031	2900	19000022	Open	Data Entry Clerk	Steven Mackey				
Job Opening Total:									0.00
30003	6000	10000001	Open	Manager-Compensation/Benefits					
Job Opening Total:									0.00
30009	1400	10000002	Open	Human Resource Analyst	Vicky Adler				
Job Opening Total:									0.00
30010	6000	10000001	Open	Manager-Compensation/Benefits	Vicky Adler				
Job Opening Total:									0.00
30017	8200	19000012	Open	HRIS Specialist	Vicky Adler				
Job Opening Total:									0.00
30023	6000		Open		Vicky Adler				
Job Opening Total:									0.00
35000	1400	19000083	Open	HRMS Analyst	Joyce Hayden				
Job Opening Total:									0.00
35008			Open		Joyce Hayden				
Job Opening Total:									0.00
100080	8200	19000007	Open	HRIS Specialist					
Job Opening Total:									0.00

PeopleSoft
JOB OPENING COST ANALYSIS

Report ID: HRS006
Dept: 10000 Human Resources

Expenses To Date are converted to base currency - USD

Page No. 2
Run Date 11/09/2004
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Job Opening Number	Job Code	Position Number	Status	Title	Recruiter	Applicant	Duration	Expense Type	Amount
100081	8200	19000015	Open	Labor Relations Specialist	Antonio Santos				
Job Opening Total:									0.00
120001	8000	19000017	Closed	Senior Secretary			61		
Job Opening Total:									0.00
120004	6000	19000101	Open	Mgr Employee Relations				Telephone	55.00
Job Opening Total:									55.00
190001	8200		Closed					Pre-Employment Request	500.00
Job Opening Total:									500.00
200003	4200		Closed						
Job Opening Total:									0.00
200005	3100		Closed						
Job Opening Total:									0.00
290001	1700	19000018	Closed	Administrative Assistant			73	Relocation	8,000.00
Job Opening Total:									8,000.00
290002	3100	19000089	Closed	Consultant-Senior			61	Parking	10.00
Job Opening Total:									10.00
290006	6000	19000004	Open	Manager-Employment/Recruitment	Charles Baran			Relocation	4,000.00
Job Opening Total:									4,000.00
290007	8200	19000007	Open	HRIS Specialist	Richie Finnes			Pre-Employment Request	230.00
Job Opening Total:									230.00
290009	8200	19000007	Open	HRIS Specialist	Richie Finnes			Postage	15.00
Job Opening Total:									15.00
290014	8200	19000010	Open	Benefits Specialist	Martina Griffiths			Pre-Employment Request	100.00
Job Opening Total:									100.00

Report ID: HRS006
 Dept: 10000 Human Resources

Expenses To Date are converted to base currency - USD

Run Date 11/09/2004

Run Time 09:46:09

Job Opening Number	Job Code	Position Number	Status	Title	Recruiter	Applicant	Duration	Expense Type	Amount
290021	6000	19000003	Open	Manager-Compensation/Benefits	Martina Griffiths	Amalia Acevedo		Travel	316.75
								Entertainment	250.00
								Job Boards	550.00
Job Opening Total:								1,116.75	
290022	8200	19000007	Open	HRIS Specialist	Martina Griffiths			Job Boards	640.00
Job Opening Total:								640.00	
290036	1400	19000083	Open	HRMS Analyst	Corrine Tran	Edgar Anderson		Travel	350.00
Job Opening Total:								350.00	
290038	1700	19000018	Open	Administrative Assistant	Marc Kessler				0.00
Job Opening Total:								0.00	
290045	3100	19000089	Open	Consultant-Senior					0.00
Job Opening Total:								0.00	
290066	6000		Open						0.00
Job Opening Total:								0.00	
290096	1700	19000018	Open	Administrative Assistant	Mary Wells				0.00
Job Opening Total:								0.00	
290097	8200	19000016	Open	Health & Safety Specialist	Mary Wells				0.00
Job Opening Total:								0.00	
290102	8200	19000009	Open	Employment Specialist	Mary Wells				0.00
Job Opening Total:								0.00	

Dept Summary: Total Expenses: 15,016.75
 Average Cost-Per-Hire: 2,502.79

Telephone 55.00
 Pre-Employment Request 830.00
 Relocation 12,000.00
 Parking 10.00
 Postage 15.00
 Travel 666.75
 Entertainment 250.00
 Job Boards 1,190.00

Report ID: HRS006
 Dept: 11000 Information Systems

Expenses To Date are converted to base currency - USD

Run Date 11/09/2004

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Job Opening Number	Job Code	Position Number	Status	Title	Recruiter	Applicant	Duration	Expense Type	Amount	
30026	K020		Open							
									Job Opening Total:	0.00
35006			Open		Joyce Hayden					
									Job Opening Total:	0.00
35009			Open		Joyce Hayden					
									Job Opening Total:	0.00
100082	6001	19000029	Open	Manager-HR Systems						
									Job Opening Total:	0.00
120002	1400		Closed				75	Postage	10.00	
									Job Opening Total:	10.00
220001	8201	19220004	Closed	Technical Training Specialist			30			
									Job Opening Total:	0.00
290004	8200		Open		Charles Baran			Parking	34.00	
									Job Opening Total:	34.00
290035	1400		Open		Corrine Tran					
									Job Opening Total:	0.00
290057	8200		Open		Charles Baran					
									Job Opening Total:	0.00
290067	1400		Open		Fred Wickham					
									Job Opening Total:	0.00
Dept Summary:					Total Expenses:	44.00		Postage	10.00	
					Average Cost-Per-Hire:	22.00		Parking	34.00	

PeopleSoft
SALARY PACKAGE MODELS

Report ID: HRS007

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Run Date 11/10/2004
Run Time 10:46:10

From Date:
To Date:

Name: Joanne Paulik ID: KA0017 / 0
Package Start Date: 01/01/2003 Effective Date: 01/01/2003
Package End Date: 31/12/2003 Model No.: 0
Package Status: Proposed Confirmed: No
Tax Scale: 7 Payroll Tax State: WA

	Annual	Package Period
	-----	-----
Total Package Value (TPV):	\$ 94999.40	\$ 94999.40
Total Employment Cost (TEC):	\$ 100000.00	\$ 100000.00
Target TEC:	\$ 100000.00	\$ 100000.00
Carried Forward TEC:	\$ 0.00	\$ 0.00

Pay Frequency	Gross Salary	Tax	Net Salary
-----	-----	-----	-----
Yearly	57236.71	15314.23	41922.48
Annual	57236.71	15314.23	41922.48
Monthly	4769.73	1276.19	3493.54
Daily	220.14	58.90	161.24
Hourly	0.00	0.00	0.00

Component/Additional Component	Component Period		Annual Amounts		Package Period Amounts	
	From	To	TPV	TEC	TPV	TEC
-----	-----	-----	-----	-----	-----	-----
BONUS Bonus	01/01/2003	31/12/2003	7465.66	7465.66	7465.66	7465.66
BONPRT Bonus PRT				415.09		415.09
EXPENSE Expenses	01/01/2003	31/12/2003	15000.00	15000.00	15000.00	15000.00
EXPFBT Expense FBT			17039.02	17039.02	17039.02	17039.02
EXPGST Expense GST				1500.00		1500.00
SALARY Salary Component	01/01/2003	31/12/2003	49771.05	49771.05	49771.05	49771.05
SALPRT Salary PRT				2767.27		2767.27
SUPSGC SGC Superannuation	01/01/2003	31/12/2003	5723.67	5723.67	5723.67	5723.67
SGCPRT Superannuation SGC PRT				318.24		318.24
			-----	-----	-----	-----
			94999.40	100000.00	94999.40	100000.00

PeopleSoft
Vacant Budgeted Positions

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Dept Id	Job Code	Position No.	Position Title	F P C		Position	Reqn	Vacancy Status	Opens	Closes
				R T U A F	E M L R D					
				G P L T L		Status	Date	Ann#	Date	
10000	140055	19000084	HR/Payroll Analyst	R	F	Approved	01/01/1980			
	140065	19000102	Human Resources Analyst	R	F	Approved	01/01/1980			
	140065	19000602	Human Resources Analyst	R	F	Approved	01/01/1980			
	140065	19340002	Analyst-Human Resources	R	F	Approved	01/01/1990			
	170005	19000018	Administrative Assistant	R	F	Approved	01/01/1980			
	290030	19000022	Data Entry Clerk	R	F	Approved	01/01/1980			
	290075	19100019	Clerk-Payroll	R	P	Approved	01/01/1985			
	290075	19100022	Clerk-Payroll	R	D	Approved	01/01/2000			
	310015	19000089	Consultant-Senior	R	F	Approved	01/01/1980			
	420060	19350002	HR Director	R	F	Y Approved	01/01/1980			
	600035	19000003	Manager-Compensation/Benefits	R	F	Approved	01/01/1980			
	700005	19340001	President & CEO	R	F	Approved	01/01/1990			
	800010	19000017	Senior Secretary	R	F	Approved	01/01/1980			
	820005	19000010	Benefits Specialist	R	F	Approved	01/01/1980			
	820040	PUN7037	Specialist -Employee Relations	R	P	Approved	01/01/1990			
	820065	19000007	HRIS Specialist	R	F	Approved	09/01/1996			
	820065	19000012	HRIS Specialist	R	F	Approved	09/01/1996			
	820075	19000015	Labor Relations Specialist	R	F	Approved	01/01/1980			
	910005	19000104	Analyst Trainee	R	F	Approved	01/01/1980			
10200	250000	KF000001	CEO	R	F	Approved	01/01/1990			
	350000	19320001	Country Manager Switzerland	R	F	Approved	01/01/1980			
	350000	KD000001	Country Manager	R	F	Approved	01/01/2000			
10500	110000	L0000050	Accountant	R	F	Approved	01/01/1980			
	140065	10000002	Human Resource Analyst	R	F	Approved	01/01/1990			
	140065	19360011	Human Resource Analyst	R	F	Approved	06/17/2002			
	600230	19000087	Manager-Time & Labour	R	F	Approved	02/01/1996			
	820005	10000003	Benefits Specialist	R	F	Approved	01/01/1990			
	820005	19000103	Benefits Specialist	R	F	Approved	01/01/1980			
	820030	L0000006	Network Services Administrator	R	F	Approved	01/01/1980			
	820090	19000090	Pension Specialist	R	F	Approved	01/01/1980			
105000	420100	L0000002	Director of Personnel	R	F	Approved	01/01/1980			
	820030	L0000007	Computer specialist	R	F	Approved	01/01/1980			
11000	140080	19000030	Systems Analyst	R	F	Approved	01/01/1980			
	260015	L0000003	Chief Personnel Operations	R	F	Approved	01/01/1980			
	600100	19000029	Manager-HR Systems	R	F	Approved	01/01/1980			
12000	170070	L0000004	Personnel Assistant (OA)	R	F	Approved	01/01/1980			
	170070	L0000034	Personnel Assistant	R	F	Approved	05/12/2000			
	850005	L0000036	Employee Relations Specialist	R	F	Approved	01/01/1980			

PeopleSoft
Vacant Budgeted Positions

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Dept Id	Job Code	Position No.	Position Title	F P C		Position Status	Date	Ann#	Date	Vacancy Status	Opens	Closes	
				R T	U A								F
				E M	L R								D
				G P	L T								L
	850025	L0000013	Supervisory Personnel Managem	R	F	Approved	01/01/1980						
13000	110000	19000034	Accountant	R	F	Approved	01/01/1980						
	110000	19100014	Acnts Payable Accountant	R	F	Approved	01/01/1980						
	110000	19210007	Accountant	R	F	Approved	01/01/1980						
	110000	19270007	Accountant	R	F	Approved	01/01/1980						
	110000	19360007	Accountant	R	F	Approved	01/01/1980						
	140005	PUN7010	Analyst-Budget	R	F	Approved	01/01/1990						
	170005	19210008	Admin Assistant	R	F	Approved	01/01/1980						
	170005	19360008	Admin Assistant	R	F	Approved	01/01/1980						
	170030	19000005	Management - Staff Assistant	R	F	Approved	01/01/1980						
	200005	19000024	General Auditor	R	F	Approved	01/01/1980						
	290000	PUN7017	Clerk	R	P	Approved	01/01/1990						
	290015	19000100	Sr Accounts Payable Clerk	R	F	Approved	01/01/1980						
	290040	19100023	Clerk-Finance	R	P	Approved	01/01/2000						
	290040	19100024	Clerk-Finance	R	D	Approved	01/01/2000						
	290075	19000027	Payroll Clerk	R	F	Approved	01/01/1980						
	290075	19000088	Payroll Clerk	R	F	Approved	01/01/1980						
	420050	19210005	Finance Director	R	F	Y	Approved	01/01/1980					
	420060	19210002	HR Director	R	F	Y	Approved	01/01/1980					
	600005	19000074	Manager-Accounts Payable	R	F	Approved	01/01/1980						
	600085	19100013	Manager Accounts Payable	R	F	Approved	01/01/1980						
	600085	19210006	Finance Manager	R	F	Approved	01/01/1980						
	600150	KF000004	Operations Manager	R	F	Approved	01/01/1990						
	670060	19000032	Loan Officer	R	F	Approved	01/01/1980						
	820055	19210003	Human Resources Administrator	R	F	Approved	01/01/1980						
14000	170005	19000056	Administrative Assistant	R	F	Y	Approved	01/01/1980					
	560000	19000097	Janitor	R	F	Approved	01/01/1980						
	580015	19000096	Group Leader-Janitorial	R	F	Approved	01/01/1980						
	600010	KF000006	Administrative Manager	R	F	Approved	01/01/1990						
	820135	19000091	Time & Labour Specialist	R	F	Approved	01/01/1980						
	820140	19000601	Training Specialist	R	F	Approved	01/01/1980						
	940005	10000000	VP-Admin	R	F	Approved	01/01/1990						
21200	710005	19000006	Sales Product Consultant	R	F	Approved	01/01/1980						
21300	820040	L0000012	Employee Relations Specialist	R	F	Approved	01/01/1980						
21400	420130	19000560	Director-South America	R	F	Approved	01/01/1980						
	820040	L0000016	Employee Relations Specialist	R	F	Approved	01/01/1980						
21500	170075	L0000014	Personnel Assistant	R	F	Approved	01/01/1980						

Requisition Source	Employee Name	Specific Source	Total Applicants (By specific Source)	%Applicants (By specific Source)
010009	Advertisement		2	100.00 %
010009	Unknown		2	100.00 %
010010	Advertisement	Personnel Today	2	100.00 %
010010	Employee		1	100.00 %
110001	Advertisement	Internet	1	100.00 %
110001	Unknown		1	100.00 %
110002	Job Posting		1	50.00 %
110002	Job Posting	Internet	1	50.00 %
120001	Advertisement		1	100.00 %
120001	Unknown		1	100.00 %
120002	Advertisement		1	100.00 %
120002	Unknown		1	100.00 %
120003	Advertisement		1	100.00 %
120003	Unknown		1	100.00 %
120004	Advertisement		1	100.00 %
120004	Unknown		2	100.00 %
120005	Advertisement		1	100.00 %
120005	Unknown		1	100.00 %
190001	Advertisement		2	100.00 %
220001	Job Posting		2	66.67 %

Source	Employee Name	Specific Source	Total Applicants (By specific Source)	%Applicants (By specific Source)
			3	100.00 %
Advertiseme			8	72.73 %
Advertiseme		Internet	2	18.18 %
Advertiseme		Personnel Today	1	9.09 %
Employee			1	100.00 %
Job Posting			3	75.00 %
Job Posting		Computable	1	25.00 %
Unknown			12	100.00 %

Report ID: HRS013

Works Council

Job Posting ID 500028 Status 010 Open Date 07/28/2009

Company GBI Global Business Institute 9999
Location KUNY00 Corporation Headquarters
Department 10000 Human Resources
Job 170005 Assistant-Administrative

Start Date
Open Position # 1

Job Description

Shift N
Standard Hours 40
Work Period Weekly
Compensation Category From KU01 / 004 / 1 To KU01 / 001 / 1

Prior Works Experience 2.0 Years

School Education G-Bachelor's Level Degree

Professional Education

Skills

Tests 1000 General Clerical Skills
 1001 General Secretarial Skills
 5000 Mechanical Concepts Test

Job Posting ID 100065 010 Open Date 05/07/2001

Company NSW Swish Hotels
Location
Department N014 Business Services
Works Council
Job N00006 Director

Start Date
Open Position # 1

Job Description

Shift
Standard Hours 40
Work Period W Weekly
Compensation Category From N002 To N002

Jake Oglevy

Job Requirements

Prior Works Experience 0.0 Years

School Education

Professional Education

Skills

Tests

==== BEGIN FULL VACANCY =====

Global Business Institute 9999 , Bureau of E-Communications

Job Opportunity Announcement:

Opening Date: September 3, 2009

Closing Date: September 0,

:

:

In addition to the basic requirements, applicants must have 1 year of professional specialized experience equivalent in difficulty and responsibility to the GS-13 level in the Federal Service.

Specialized experience is defined as engineering experience in the conceptualization, design, and development of instrumentation systems used in marine research.

Experience will include

- leading successful operations at sea,**
- developing and performing tests on new and innovative systems,**
- deploying large oceanographic moorings,**
- planning ROV operations, and**
- related field engineering in support of major research projects.**

Also experience managing and/or supervising engineers and technicians in the technical workplace and in the

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===== END FULL VACANCY =====

As Of Date: 07/01/2004

DeptID	Job Code	Position No.	Effective Date	Position Title	R T C	Position Status	Status Date	Recruit Opens	I N T E R N A L			E X T E R N A L		Incumbent	
					E M O G P N				Posting	Posting	Expiratn	Posting	Expiratn		
10000	120010	19220007	01/01/1980	Human Resources Administrator	R	Approved	01/01/1980								Yeni Ölçer
	120010	19270003	01/01/1980	Human Resources Administrator	R	Approved	01/01/1980								Ah Tan
	120010	19350003	01/01/1980	Human Resources Administrator	R	Approved	01/01/1980								Sybil Johnston
	120010	19360003	01/01/1980	Human Resources Administrator	R	Approved	01/01/1980								Jimmy Lim
	140055	19000084	01/01/1980	HR/Payroll Analyst	R	Approved	01/01/1980								
	140055	19000084	01/01/1980	HR/Payroll Analyst	R	Approved	01/01/1980								
	140060	19000083	01/01/1980	HRMS Analyst	R	Approved	01/01/1980	08/26/2003	08/26/2003	11/26/2003	08/26/2003	11/26/2003			Danny Johnson
	140060	19000083	01/01/1980	HRMS Analyst	R	Approved	01/01/1980	08/26/2003	08/26/2003	11/26/2003	08/26/2003	11/26/2003			Danny Johnson
	140065	19000102	01/01/1980	Human Resources Analyst	R	Approved	01/01/1980								Louise Maissoneuve Claudia Valade
	140065	19000102	01/01/1980	Human Resources Analyst	R	Approved	01/01/1980								Louise Maissoneuve Claudia Valade
	140065	19000102	01/01/1980	Human Resources Analyst	R	Approved	01/01/1980								Louise Maissoneuve Claudia Valade
	140065	19000602	01/01/1980	Human Resources Analyst	R	Approved	01/01/1980								Diana Chan
	140065	19000602	01/01/1980	Human Resources Analyst	R	Approved	01/01/1980								Diana Chan
	140065	19000602	01/01/1980	Human Resources Analyst	R	Approved	01/01/1980								Diana Chan
	140065	19340002	01/01/1990	Analyst-Human Resources	R	Approved	01/01/1990								
	140065	19340002	01/01/1990	Analyst-Human Resources	R	Approved	01/01/1990								
	140065	19340002	01/01/1990	Analyst-Human Resources	R	Approved	01/01/1990								
	170005	19000018	01/01/1980	Administrative Assistant	R	Approved	01/01/1980								Antonio Santos Danny Johnson Daryl Reese Jorge Enriquez Marc Kessler Cassandra Jacobson
	170105	19000019	01/01/1980	Assistant I	R	Approved	01/01/1980								
	170105	19000019	01/01/1980	Assistant I	R	Approved	01/01/1980								
	290030	19000022	01/01/1980	Data Entry Clerk	R	Approved	01/01/1980								Maria Berger Stephanie Turbic John Pak Kenneth Sharpe Stanley Lowe Rochelle Li Kevin Chae Jared Reddy Susan Cole Clone Kevin Chae
	290030	19000022	01/01/1980	Data Entry Clerk	R	Approved	01/01/1980								Maria Berger Stephanie Turbic John Pak Kenneth Sharpe Stanley Lowe

CONFIDENTIAL

Application Analysis (USA)

Applicants Associated With Job Openings

Job Opening	SETID	Business Unit	Company	Posting Duration	Position	Job Code	Openings To Fill	Applicant Name	Applicant Number	Applicant Referral	Latest Applicant Status	Status Reason	Gender	Ethnic Group	Total
503710	SHARE	FEDBE	DC	09/03/2009-	L0000033	170070	1	ONE ONE	500183		Applied		U		3
								TWO TWO	500184		Applied		U		
								THREE THREE	500185		Applied		U		
503711	SHARE	FEDBE	DC	-	L0000033	170070	1	John Brown	500186		Applied		U	2	
								Paula Cindy	500187		Applied		U		
503712	SHARE	GBIBU	GBI	-	19000701	290060	1	John Brown	500188		Route		M	6	
								Paula Cindy	500189		Interview		F		
								Terry Verghese	500190		Screen		M		
								Mary osling	500191		Applied		F		
								Lara Mathews	500192		Applied		F		
								Jan Miller	500193		Applied		M		
Total														<u>11</u>	

Gender	White	Black	Hispanic	Asian	Am. Indian	Hawaiian	Not Specified	Total
F	0	0	0	0	0	0	3	3
M	0	0	0	0	0	0	3	3
U	0	0	0	0	0	0	5	5
Total								<u>11</u>

Report ID:HRS036

GENERAL INFORMATION

Applicant Name: Betty Locherty
Applicant ID: 207
Applicant Type: Employee
Applicant Status: 010 Active
Job Opening ID: 504026
Posting Title: Director of Finance

RESUME TEXT

Resume Title: BLocherty_Resume.pdf
Language Code: English
Resume Text:

CONTACT INFORMATION

Name Prefix: Mrs
First Name: Betty
Middle Name:
Last Name: Locherty
Name Suffix:
Address: 643 Robinson St
Buffalo, NY 74940
USA
Preferred Contact: Not Specified

TELEPHONE NUMBERS

Telephone Type	Telephone No	Extension	Country Code	Preferred
Business	925.694.0025			No
Home	555/123-4567			No
Main	555/123-4567			Yes

EMAIL ADDRESSES

Email Type	Email Address	Preferred
Business	betty@xyzcompany.com	No
Home	HCMGENUser1@ap6023fems.us.oracle.com	Yes

PERSONAL INFORMATION

Eligible to Work in U.S.: Yes
Former Employee: No
Previous Term Date:

PREFERENCES

Desired Start Date:
Regular/Temporary: Either
Full/Part Time: Either
Willing to Relocate: No
Willing to Travel: No
Travel Percentage: Never or rarely
Desired Work Days: Monday[Yes], Tuesday[Yes], Wednesday[Yes], Thursday[Yes], Friday[Yes], Saturday[No], Sunday[No],

Report ID:HRS036

Minimum Pay: 0.00 USD
Desired Shift: Any
Desired Hours/Week: 40

GEOGRAPHIC PREFERENCES

First Choice:
Second Choice:
Comments:

JOB OPENINGS

Job Opening ID	Posting Title
504026	Director of Finance

REFERRAL SOURCES

Source	Sub Source	Specific Referral Source
Posting		

EDUCATION LEVEL

Highest Education Level: I-Master's Level Degree

WORK EXPERIENCE

Start Date	01/02/2005	End Date:		Employer	GBI, Inc
Ending Job Title	Finance Director	Ending Pay Rate	0.00 USD Month		
Supervisor:		Email:			
Phone: -----		OK to Contact: -----	Y		

TRAINING

Course Title	School Name	Course Date
Organizational behaviour	Sargam Prof School	05/05/2002
Time Management		10/22/2010

DEGREES

Degree: Master of Business Admin

HONORS AND AWARDS

Honor and Award: Distinguished Lectureship Awrd

MEMBERSHIPS

Membership: Alliance of Gov't Managers

LICENSES AND CERTIFICATIONS

License: Assoc Chartered Certif Acctnt

Confidential
PeopleSoft
PRE-SCREENING ACTIVITY REPORT

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Report ID:HRS037

Section 1 : All Selected Applicants

Applicant ID	Name	Date Screen	Site	Gender	Ethnic Group	Job Opening	Disposition	Screen Result
500019	Clearo Ra Cleo	05/12/2009	Default Site	Unknown	Hispanic/Latino	500403	020 Applied	Failed
500154	Gentille Labrousce	06/16/2009	Default Site	Male	Hispanic/Latino	500403	115 Reject Online Screening	Failed
500156	Bernadette Umfazi	06/16/2009	Default Site	Female	Hispanic/Latino	500407	060 Interview	Passed
500151	Mickey Grasvier	06/15/2009	Default Site	Unknown	Hispanic/Latino	500407	115 Reject Online Screening	Failed
500154	Gentille Labrousce	06/16/2009	Default Site	Male	Hispanic/Latino	500407	020 Applied	Passed
500158	Lorna Thwaites	06/17/2009	Default Site	Female	Hispanic/Latino	500407	020 Applied	Passed
500157	Jaleon Habib	06/16/2009	Default Site	Female	Hispanic/Latino	500407	020 Applied	Passed
500155	Rensomme Bilfalder	06/16/2009	Default Site	Male	Hispanic/Latino	500407	020 Applied	Passed
500153	Burton Hallewelle	06/16/2009	Default Site	Male	Hispanic/Latino	500407	020 Applied	Passed
300138	Francis Quinn	08/04/2009	Default Site	Female	Hispanic/Latino	503705	020 Applied	Passed
300154	Orclear Peasel	08/04/2009	Default Site	Male	Hispanic/Latino	503709	020 Applied	Passed
300153	Renfrew Dhelson	08/04/2009	Default Site	Male	Hispanic/Latino	503709	020 Applied	Passed

Report ID:HRS037

Section 2 : Applicants Who Initially Failed Pre-screening and Subsequently Passed

Applicant ID	Name	Date Screen	Site	Gender	Ethnic Group	Job Opening
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End of Report

Placement Priority	Effective Date	Priority Weight	Description
CTP	01/01/1980	6	Career Transition Assist. Plan
ICT	01/01/1980	4	ICTAP- Interagency CTAP
PPP	01/01/1980	5	Priority Placement Program
RPL	11/30/2001	3	Re-Employment Priority List
RRS	09/01/2004	5	Regional Reduction Seattle

Evaluation of Candidates List by SSN

Job Opening#: 10013 **Status:** 010 Open
Type: O **Reason:**
Job Code: NF0041 - 0340 - GS 14 Computer Programmer

Competitive

Name	SSN	Applicant Status	Qualifications Determination	Disposition Reason	Veteran's Pref	Priority Plcmnt	Final Score
------	-----	------------------	------------------------------	--------------------	----------------	-----------------	-------------

Eric Dekker	██████	External Applicant	Qualified		CTP	CTP	36.00
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Non-Competitive Other

Name	SSN	Applicant Status	Qualifications Determination	Disposition Reason	Veteran's Pref	Priority Plcmnt	Final Score
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Frank Landis	██████	External Applicant	Best Qualified				61.00
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Luke Basso	██████	External Applicant	Well Qualified				57.00
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Jose Acevedo	██████	External Applicant	Well Qualified				58.00
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End of Report

Certificate of Eligibles

Certificate #: 123
Issued On: 9/3/2009
Job Opening ID: 503710
Job Opening Status: 010 Open
Job Opening Type: Open Competition
Duty Location:
Jobcode / Title: 170070 / Personnel Assistant (OA)
Job Pay Plan - OCC Series - Grade: GS - 0203 - 05

Competitive

<i>Rating / Vet Pref / Vet Points</i>	<i>Name</i>	<i>SSN</i>
20.00 / NV / 0.00	ONE ONE	
20.00 / NV / 0.00	TWO TWO	

This Certificate of Eligibles is provided in response to the above request. The Certificate must be signed, dated, and returned within 30 days of receipt to the address Below. Extensions may be authorized by the issuing examining office.

For information concerning this Certificate Contact:

Signature / Title of Appointing Officer

Date Signed

Application Report for Betty Locherty

General Information	
Name	Betty Locherty
Applicant ID	207
Applicant Type	Employee
Applicant Status	010 Active
Job Opening	504030 - Sales Product Consultant

Contact Information	
Name Prefix	Mrs
First Name	Betty
Middle Name	
Last Name	Locherty
Name Suffix	
Address	643 Robinson St Buffalo, NY 74940
Preferred Contact	Not Specified

Phone Numbers				
Phone Type	Telephone	Extension	Country Code	Preferred
Business	925.694.0025			No
Home	555/123-4567			No
Main	555/123-4567			Yes

Email Addresses		
Email Type	Email Address	Preferred
Business	betty@xyzcompany.com	No
Home	HCMGENUser1@ap6023fems.us.oracle.com	Yes

Personal Information	
POI Type	Unknown
Eligible to Work in U.S.	
Are you a former employee	No
Previous Termination Date	

Preferences

Desired Start Date
Regular/Temporary Either
Full/Part-Time Either
Willing to Relocate No
Willing to Travel No
Travel Percentage Never or rarely
Desired Work Days Monday Tuesday Wednesday
 Thursday Friday Saturday
 Sunday
Minimum Pay 0.00
Desired Shift(s)
Hours Per Week 40.00

Geographic Preferences

First Choice
Second Choice
Comments

Referral Sources

How did you learn of the job? Posting
Additional Information
Specific Referral Source

Education Level

Highest Education Level A-Not Indicated

Training

Course Title	School Name	Course Date
Time Management		10/22/2010
Organizational behaviour	Sargam Prof School	05/05/2002

Competencies

Effective Date 02/02/2009
Competency Abstract thinking (0100)
Evaluation Type Self (S)

Proficiency	3-Good (3)
Effective Date	02/02/2009
Competency	Takes initiative & follows up (0200)
Evaluation Type	Self (S)
Proficiency	4-Very Good (4)
Effective Date	02/02/2009
Competency	Resource Planning (0300)
Evaluation Type	Self (S)
Proficiency	4-Very Good (4)
Effective Date	10/05/1998
Competency	Provides Direction (0404)
Evaluation Type	Self (S)
Proficiency	3-Good (3)
Effective Date	10/05/1998
Competency	Managerial Efficiency (0511)
Evaluation Type	Self (S)
Proficiency	2-Fair (2)
Effective Date	10/05/1998
Competency	Develop & implement solutions (0708)
Evaluation Type	Self (S)
Proficiency	3-Good (3)
Effective Date	10/05/1998
Competency	Financial Analysis (8004)
Evaluation Type	Self (S)
Proficiency	2-Fair (2)
Effective Date	06/07/1999
Competency	Financial Planning (8007)
Evaluation Type	Self (S)
Proficiency	2-Fair (2)

Effective Date 06/07/1999
Competency Forecasting (8008)
Evaluation Type Self (S)
Proficiency 2-Fair (2)

Degrees

Degree Master of Business Admin (MBA)

Honors and Awards

Honor and Award Distinguished Lectureship Awrd (DLA)

Licenses and Certifications

Issue Date 05/03/2002
License Assoc Chartered Certif Acctntnt (ACCA)

Language Skills

Language English (EN)

Language Swedish (SW)

Memberships

Membership Alliance of Gov't Managers (AGM)

Questionnaire

Pre Screening:

Question: Are you willing to work overtime periodically ?

Answers		
Possible Answer	Correct Answer	Selected Answer
No		

Answers		
Possible Answer	Correct Answer	Selected Answer
Yes	✓	✓

Additional Questions:

Question: You need to mail a document with salary information to all department managers. Would you follow any special procedures for this?

Answers		
Possible Answer	Correct Answer	Selected Answer
No special procedure. It's just like any other mail.		
I would seal the envelope and mark it as CONFIDENTIAL.	✓	✓

Question: An employee comes to you about a problem they had with another employee. What is the best way to resolve the issue?

Answers		
Possible Answer	Correct Answer	Selected Answer
Listen to both employees' version of the incident, and make a decision about what to do based on each person's version of this situation. The reputation of the individuals should not be a factor.	✓	✓
Usually one employee has more of a reputation and history, than the other, for being a troublemaker. That employee's version of the incident can not be given much weight.		

Interview Summary

General Information

Job Opening ID 504001 General Office Clerk
Business Unit GBIBU Global Business Institute BU
Position Number 19000018 Administrative Assistant

Applicant: Roslyn Patty (**Disposition:** 060 Interview)

Interview 1 07/27/2012 09:00AM to 10:00AM PST

Interview Location:

Room 1,
Ground Floor,
Global Business Centre,
548 Sydweigh
Boulevard
San Francisco

Interviewers

Interviewer	Status	Type	Start Date	Start Time	End Time	Time Zone
Betty Locherty	Unconfirmed	Campus	07/27/2012	09:00AM	10:00AM	PST
Douglas Lewis	Unconfirmed	Campus	07/27/2012	09:00AM	10:00AM	PST
Jean Parsons	Unconfirmed	Campus	07/27/2012	09:00AM	10:00AM	PST

Applicant: Dotty Otley (**Disposition:** 070 Offer)

Interview 1 07/26/2012 02:00AM to 03:00AM PST

Interviewers

Interviewer	Status	Type	Start Date	Start Time	End Time	Time Zone
Betty Locherty	Unconfirmed		07/26/2012	02:00AM	03:00AM	PST
Douglas Lewis	Unconfirmed		07/26/2012	02:00AM	03:00AM	PST
Jean Parsons	Unconfirmed		07/26/2012	02:00AM	03:00AM	PST

Job Opening Report

Job Opening Summary

Job Opening ID 504001
Job Posting Title General Office Clerk
Job Code 170005 (Assistant-Administrative)
Position Number 19000018 (Administrative Assistant)
Status 010 Open
Business Unit GBIBU (Global Business Institute BU)
Department 10000 (Human Resources)
Job Family KADMIN Administrative Support

Job Information

Created By KU0007 (Betty Locherty)
Created 07/15/2012
Opening to Fill L (Limited Number of Openings)
Target Openings 10
Available Openings 10
Establishment ID ()
Business Unit GBIBU (Global Business Institute BU)
Company GBI (Global Business Institute)
Department 10000 (Human Resources)
Status Code 010 (010 Open)
Status Reason New Authorization
Status Date 09/04/2012
Desired Start Date
Encumb Date
Projected Fill Date
Date Authorized 06/15/2012
Referral Program ID Referral programme1
Recruitment Type
Area of Consideration
Recruitment Contact

Locations

Location Code	Location	Target Openings	Primary
KUNY00	Corporation Headquarters	0	Yes

Recruiting Locations			
Recruiting Area	Location	Target Openings	Primary
37	Corporation Headquarters	1	Yes

Positions		
Position Number	Description	Primary
19000018	Administrative Assistant	Yes

Job Codes		
Job Code	Description	Primary
170005	Assistant-Administrative	Yes

Staffing information	
Region	USA
Schedule Type	Full-Time
Regular/Temporary	Regular
Shift	Not Applicable
Hours	40.00
Work Period	Weekly
Travel Percentage	Never or rarely
Supervisor Level	Non-Manager

Salary information	
From Grade	004 (Standard Pay Grade 4)
From Step	
To Grade	001 (Standard Pay Grade 1)
To Step	
Salary Range from	33372.000000
Salary Range To	50058.000000
Pay Frequency	Year
Currency	US Dollar

Competencies	
Competency	Abstract thinking
Proficiency	5-Expert
Competency	Abstract thinking
Proficiency	3-Good
Competency	Takes initiative & follows up
Proficiency	5-Expert
Competency	Takes initiative & follows up
Proficiency	5-Expert
Competency	Resource Planning
Proficiency	5-Expert
Competency	Resource Planning
Proficiency	5-Expert
Competency	Persuasive
Proficiency	5-Expert
Competency	Persuasive
Proficiency	5-Expert

Education and Experience	
Highest Education Level	Years of Work Experience
G-Bachelor's Level Degree	2.0

Honors and Awards	
Honor and Award	Dean's Award
Honor and Award	Outstanding Contributor Award

Language Skills	
Language	English
Language	Spanish

Licenses and Certifications	
License	Production and Inventory Mgmt
License	Integrated Resource Management

Memberships	
Membership	Association of Procurement Mgr
Membership	Eastern Technology Group

Screening Questions	
Question	Description
1020	Dozen
1021	Capital City
1102	Self Certify type 40 WPM
1105	Open Ended - General

Test or Examinations	
Test	General Clerical Skills
Test	General Secretarial Skills
Test	Mechanical Concepts Test

Screening Options		
Job Code	Sequence	Screening Level
170005	1	Pre Screening
170005	2	Online Screening
170005	3	Preliminary
170005	4	Final

Job Postings			
Description	Posting Type	Post Date	Remove Date
Internet	External Posting	06/12/2012	
Intranet	Internal Posting	06/12/2012	

Job Posting Descriptions	
Visible Description Type	Internal and External Qualifications
Description	<p>CLERICAL ASSISTANT - MEDICAL SCHEME DATA PROCESSING</p> <hr/> <p>The Company The Global Business Institute, with its Headquarters in San Francisco, California is an established, stable and successful Medical Services Provider. We are an Employer of choice and have an unparalleled reputation as a leader in modern clinical and general practitioner medicine. Our Company Culture stresses work-life balance and ecological sustainability in our nationwide operations based on a 20 year carbon reduction plan, approved by the Federal Planning Bureau (now in its fifth year). We take especial pride in the consistently sound performance of our organization in the adverse economic circumstances currently being experienced.</p> <p>You As a Medical Claims Clerk you will be a part of The Global Business</p>

Institute's Medical Claims Processing Department. These positions are located in Sacramento.

You will work with state-of-the-art systems, high-speed scanning equipment, workstations and data entry terminals in a high-production, and deadline-aware environment with high quality standards. Speed, consistency, and accuracy are important, in order to produce timeous and accurate payment of Claims for our Customers.

Job Requirements

The successful candidates will have the following qualifications:

- Proven ability to read and follow instructions.
- Ability to read and understand The GBIBU Benefits Scale Handbook - Medical Coding and Medical Terminology.
- Data Entry skills
- Basic arithmetic skills
- Ability to self-certify typing speed of 40 W.P.M.
- Willingness to work in a high production, fast-paced environment.

The Global Business Institute is committed to offering you a comprehensive and competitive benefits package and we take great pride in the fact that we pay our employees in the upper quartile of all applicable market ranges reviewed annually in December

Package Options available for employee consideration are:

- Medical and Dental Coverage
- Life Insurance
- Paid Education Assistance
- Paid Training
- Paid Vacation
- Pension Plan
- Employee Stock Purchase Plan
- Flexible Work Schedules
- Development Opportunity
- Work/Life Balance

The Global Business Institute is an Equal Employment Opportunity/Affirmative Action Employer

Hiring Team

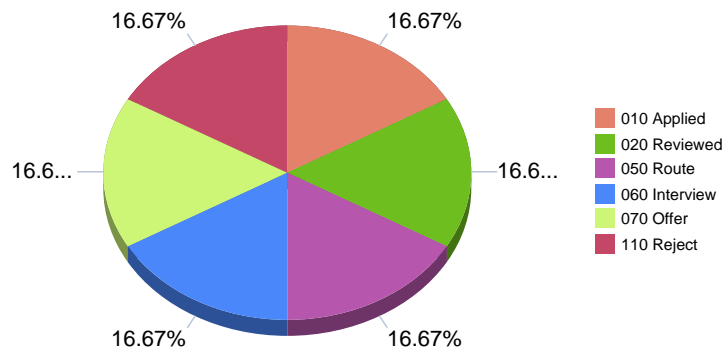
Name	Team Type	Primary
Douglas Lewis	Interview	No
Jean Parsons	Interview	No
Betty Locherty	Interview	No
Ponciano Batalang	Manager	Yes
Douglas Lewis	Manager	No
Rosanna Channing	Manager	No
Betty Locherty	Recruiter	Yes

Notes

Note ID 2
Date 2013-12-31
Author Betty Locherty

Subject	Need additional advertising
Notes	Meeting to review advertising plan scheduled for 1/6/14
Note ID	1
Date	2013-12-30
Author	Betty Locherty
Subject	This is a note subject.
Notes	These are the note details

Recruitment Phase



Applicants				
Name	ID	Type	Status Code	Last updated
Karla Beneffer	300129	Ext Appl	110 Reject	12/30/2013 01:48PM
Dotty Otley	500281	Ext Appl	070 Offer	12/30/2013 12:57PM
Roslyn Patty	500262	Ext Appl	060 Interview	12/30/2013 01:14PM
Allan Kirschbaum	500263	Ext Appl	050 Route	12/30/2013 01:17PM
Esmeralda Guerriero	500267	Ext Appl	020 Reviewed	12/30/2013 01:15PM
Benita Zingaro	500272	Ext Appl	010 Applied	12/30/2013 01:15PM

Job History			
Date	Subject	Reason	Edited By
06/15/2012	010 Open	New Authorization	Betty Locherty

Applicants Received / Rejected

