



Velvet: The Definitive Database Solution  
For Executive Search Project Management

A custom database solution that promises  
to be the last system you'll ever purchase.

## Why Velvet?

Our team has been in the senior level executive recruiting industry for over 35 years. Velvet is designed exclusively to address the processes and practices used in this senior level category. No other database is designed with such a tight customer focus, yet through customization can adapt to almost any requirement. It is a proprietary solution available to any size firm.

- Velvet is a fully hosted solution so you and your firm will not need expensive database equipment or in-house technical support personnel to manage the technology.
- Velvet is a web-based solution so users only need Internet access to use it. Any computer or mobile device will allow users complete access from any location. New offices and distributed personnel can easily integrate into your firm without the need for special equipment or local installations.
- Velvet is fully customizable, so it promises to grow and change along with your firm. Customization is almost unlimited and promises to conform with your firm's processes now, and in the future.
- Velvet stores all of your documents and makes them text searchable. Users can store any documentation in the database so others, regardless of location, can easily access the information. All formats are accepted too, including pdf. Examples include resumes, write-ups, invoices, specifications, organization charts, etc.
- Velvet connects to LinkedIn and links the database record to the LinkedIn profile permanently. No need to ever search again.
- Velvet is intuitive. Click links without fear. You won't hurt it. While formal training is available, users usually find it is rarely needed.
- Velvet is extremely reliable and secure. Its technology is based on an OpenBSD platform, widely known as the most secure and stable system available today. Our systems have superior uptime and offer two-factor authentication, among other features.
- Our attention to your needs is key to our success. A new system can be active within as little as 24 hours. Change requests and customization is usually completed within hours.

# Velvet Screenshots

The following screenshots illustrate the features available in Velvet. Most of these terms are likely to be familiar to you since we focus exclusively at the senior level executive search market.

The HOME screen is designed exclusively for the senior recruiter, displaying active searches, active business development opportunities, active candidates, people to call, and more.


Logged in as Rich Recruiter

**Active Projects**

Name	Type	Title	Pres	Candidates	Priority
1-ABC-CIO	Search	SVP, Eng	1	10	1
Special - CFOs	Other	CFO	1	1	0

**BusDev Projects**

Name	Status	Title	Company	Last Updated
BD-ATT-VP, Eng	Open	VP, Engineering	AT&T	1 month ago

**Active People**

<input type="checkbox"/> Last Name	First Name	Project	Status	Next Steps
<input type="checkbox"/> Johnson	Jamie	1-ABC-CIO: SVP, Eng	Candidate	Offer
<input type="checkbox"/> Green	Stan	1-ABC-CIO: SVP, Eng	Candidate	Interview

**People to Call**

<input type="checkbox"/> Last Name	First Name	Current Title	Current Company	Project
<input type="checkbox"/> Cumberland	Brett	Vice President, Global Transportation	Unisys	1-ABC-CIO: SVP, Eng
<input type="checkbox"/> Potocki	Richard	VP, IT Operations & Support	Erie Insurance Group	1-ABC-CIO: SVP, Eng
<input type="checkbox"/> Stack	Bob	None	None	1-ABC-CIO: SVP, Eng
<input type="checkbox"/> Doe	John	None	None	1-ABC-CIO: SVP, Eng
<input type="checkbox"/> Campbell	Ann Marie	FL Regional VP	Home Depot	1-ABC-CIO: SVP, Eng
<input type="checkbox"/> BAUMAN	DEB	Executive Director, IT Shared Services	Deluxe Corporation	Special - CFOs: CFO

**People I Left Messages With**  
*No expected callbacks*

**People to Follow Up With (Show All)**

<input type="checkbox"/> Last Name	First Name	Current Title	Current Company	Days Until
<input type="checkbox"/> Doe	John	None	None	151 days ago
<input type="checkbox"/> Finnerty	Steve	VP, Global IT Operations	Dell, Inc.	269 days ago
<input type="checkbox"/> Dressler	Chris	President	Consulting Company (Owned)	270 days ago

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**Views**

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**Settings**

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Logged in as Rich Recruiter

Find

### 1-ABC-CIO: SVP, Eng Project

[Image Source](#)  
Created by Bob Stein over 5 years ago on Jan 23, 2006, last updated about 1 month ago

<b>Status</b>	Open (Nov 21, 2007)	<b>Started</b>	7 months ago	<b>Type</b>	Search	<b>Primary Contact</b>	Laef Olson	<b>Secondary Contact</b>	Ling Pyng
<b>Priority</b>	1	<b>Lead User</b>	Rich Recruiter	<b>Backup User</b>	Bob Stein	<b>Admin User</b>	Alice Admin	<b>Leverage User</b>	Ron Researcher

**Billing Address**  
134 Spring Street  
Suite 602  
New York, NY 10012

**Function Tags**  
[CEO](#), [CEO](#), [CTRL](#), [QA](#), [R-DEV](#)

**Base Compensation**  
None

**Bonus Compensation**  
None

**Description**  
Reporting to the Group Vice President of Engineering and Operations, the VP of Engineering, TDS Engineering and Operations will have overall responsibility for systems, database, network, data center, IT and Desktop services and storage infrastructure for TDS. The successful candidate will be experienced leading a large scale IT infrastructure organization through periods of significant change and will be very experienced in building and operating large scale transaction processing systems with extremely high standard for performance and market delivery.

This person will provide technical vision and leadership to the operations and engineering teams participating in architecture, project delivery and systems support for the Travel Distribution Systems. The VP has IT infrastructure responsibility for both enterprise architecture and systems design on a project delivery basis. The position is also responsible for Data Management including Database Administration, Data Modeling and Data Architecture for Online and Agency systems. Additional roles include systems support, capacity planning, data center management, service provisioning, and vendor management. This leadership position will initially be charged with building a high performance organization and technology infrastructure that can support a growing global portfolio.

[Summary Report](#) | [Edit Report](#) (Download)

**Next Stage Gate:** None

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**People - Presented**

<input type="checkbox"/> Person	Status	Company	Current Title	Call List	When
<input type="checkbox"/> <a href="#">Smith, David</a>	Presented	<a href="#">Sears, Roebuck &amp; Company</a>	Director, Business Systems Architecture	<a href="#">Bob Stein</a>	-

**People - Candidate**

<input type="checkbox"/> Person	Status	Company	Current Title	Call List	When
<input type="checkbox"/> <a href="#">Dee, Norman</a>	Candidate	<a href="#">CMX Group</a>	Sr. Consultant	None	-

**People - Prospect**

<input type="checkbox"/> Person	Status	Company	Current Title	Call List	When
<input type="checkbox"/> <a href="#">Campbell, Ann Marie</a>	Prospect	<a href="#">Home Depot</a>	FL Regional VP	<a href="#">Rich Recruiter</a>	-
<input type="checkbox"/> <a href="#">Cumberland, Brett</a>	Prospect	<a href="#">Unisys</a>	Vice President, Global Transportation	<a href="#">Rich Recruiter</a>	-
<input type="checkbox"/> <a href="#">Frank, Brian</a>	Prospect	<a href="#">UAL Corporation</a>	VP, Service Management, UAL Loyalty Svcs.	None	-
<input type="checkbox"/> <a href="#">Milroy, Susan</a>	Prospect	None	None	None	-

**People - Source**

<input type="checkbox"/> Person	Status	Company	Current Title	Call List	When
<input type="checkbox"/> <a href="#">Bird, Betty</a>	Source	<a href="#">Cardinal Health</a>	President, Consulting & Services	None	-
<input type="checkbox"/> <a href="#">Boston, Brad</a>	Source	<a href="#">Cisco Systems</a>	SVP & CIO	None	-
<input type="checkbox"/> <a href="#">Glavin, Tod</a>	Source	<a href="#">Tenneco Inc.</a>	Infrastructure Operations & Delivery	None	-
<input type="checkbox"/> <a href="#">Lennis, Andy</a>	Source	<a href="#">Brockway-Smith Company</a>	Regional Sales Manager, NE	None	-
<input type="checkbox"/> <a href="#">Onnen, Paul</a>	Source	<a href="#">Expedia</a>	EVP, Technology	<a href="#">Ron Researcher</a>	-

**People - Ex-Prospect**

<input type="checkbox"/> Person	Status	Company	Current Title	Call List	When
<input type="checkbox"/> <a href="#">Caroscio, Michael</a>	Ex-Prospect	<a href="#">PepsiCo</a>	CTO, Managed Services & IT Capabilities	None	-
<input type="checkbox"/> <a href="#">Lubecker, Nancy</a>	Ex-Prospect	<a href="#">JPMorgan Chase &amp; Co.</a>	Director, Operations & Infrastructure	None	-

**Attachments**  
No attachments

[Add An Attachment](#)

Velvet organizes search project records in filtered groups so users can easily view the status of their work, including documentation

Logged in as Rich Recruiter

[Find](#)

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### AT&T *Company*

Created by Bob Stein on Feb 01, 2006, last updated over 5 years ago

**Parent Company Of**  
*None*

**Address**                      **Phone**                      **Fax**  
*None*                                      *None*                                      *None*

**Industries**  
[Telecommunications](#)

**Website**  
<http://www.sbc.com>

**Tags (Edit)**  
*None*

**Description**  
AT&T Inc. (formerly SBC Communications) was formed in 2005 when SBC bought AT&T Corp., for some \$16 billion, creating the largest telecommunications outfit in the US (after the merger, SBC adopted the more familiar AT&T moniker). The new AT&T has more than 50 million switched access lines in service; its biggest markets are California, Texas, and Illinois. The company has combined its US wireless operations with those of BellSouth to form a wireless carrier with more than 54 million subscribers after its acquisition of former rival AT&T Wireless. It is also a market leader in providing DSL broadband services with some 6 million subscribers.

**Division Of**  
*None*

Jul 11, 3:34pm EDT  
31.2  
31.0  
30.8  
30.6  
10am 12pm 2pm 4pm  
© Yahoo!

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**Projects**

Project	Title
<a href="#">BD-ATT-VP_Eng</a>	VP, Engineering

**Current People**

☐	Name	Title	Started
<input type="checkbox"/>	<a href="#">David Gonzalez</a>	VP, Global Carrier Relations (Global Data Networks)	Jan 01, 2003

**Previous People**  
*No previous people*

**Automatically Matched People**

Name	Resume Context
<a href="#">William Cserjes</a>	...for several other fortune 500 companies, such as <b>AT&amp;T</b> , Lucent and IBM. Additionally, a talent for proa...
<a href="#">Jamie Johnson</a>	...Page 2 614-734-9817 <b>AT&amp;T</b> Wireless: . Successfully reduced expenses wit...
<a href="#">Nancy Lubecker</a>	...relationships with major technology vendors (e.g. <b>AT&amp;T</b> , Lucent, Novell, Southwest Bell, MCI, A...
<a href="#">Michael Macenas</a>	...IT and HR departments. Clients included Motorola, <b>AT&amp;T</b> , Amoco, and EDS As Manager, was accountable for d...
<a href="#">Cathy Tabor</a>	...     <b>AT&amp;T</b> / Lucent Technologies Seattle, Wa 1983-1998  ...

**Attachments**  
*No attachments*

[Add An Attachment](#)

Company records include latest news, stock information, search project history, current and former employees, resumes that contain company keywords, and documentation.

Velvet Screenshots (continued)

Logged in as Rich Recruiter

Find

### Mr. John Doe Person

Created by Rich Recruiter on Mar 27, 2007, last updated 5 months ago

**Direct Work Phone**  
(312) 555-2323

**Other Phone**  
None

**Work Address**  
1234 Cherry Hill Lane  
Suite 5000  
Oak Brook, IL 60543

**Work E-Mail**  
[jdoe@prospectcity.com](mailto:jdoe@prospectcity.com)

**Assistant Name**  
None

**Biography**  
John is a leading CTO in the Internet space and is over-qualified for the environment at Autotrader. Prior to this role he was working on NSA-related government programs and was the architect of the highly-regarded design of the original Orbitz platform, where he was a founder. Prior to that he served with the UofI team credited with the original Internet designs.

**Call List** [\(Edit\)](#)  
[Rich Recruiter](#)

**Follow Up** [\(Edit\)](#)  
151 days ago with [Rich Recruiter](#)

**Tags** [\(Edit\)](#)  
ES, STAR

**Projects**

Project	Title	Status	When
<a href="#">1-ABC-CIO</a>	SVP, Eng	Candidate	2010-01-20
<i>Delayed for 30 days on China business trip</i>			
<a href="#">Add To Project</a>			

**Titles**

Title	Company	Started	Ended
CTO, Architecture Services (CEO.) <i>(Board Member)</i>	<a href="#">Autotrader.com</a>	1996-06-16	2010-08-03
<i>Leads a group of 410 employees with 23 direct reports. The organization has 13 data centers and 2,500it staff members. Reports to the CIO.</i>			
<b>Base:</b> 120000 <b>Bonus:</b> 225000 <b>Other:</b> W2's in the \$200-240k range			
<a href="#">Add Title</a>			

**Education**

Degree	School	Major	Grad Year	Verified
Doctorate	Barbara Law School	Juris Doctorate	None	No <a href="#">Edit</a>
<a href="#">Add Education</a>				

**Memos**

**Memo**

*Updated by Rich Recruiter on 2011-01-16*

[1-ABC-CIO](#): Not willing to relocate from MN. He is interested in exploring the opportunity if the client can wait 12 months to relocate. His wife is completing her J.D. *(Not Interested)*

Referral: [William Carlsen](#)

[Add A Memo](#)

**Attachments**

**File**

[Resume: JohnDoeResume.doc](#) [\(Download\)](#) *uploaded by Rich Recruiter on 2007-06-25* [Edit](#)

[Add An Attachment](#)

**Mobile Phone**  
(312) 555-2345

**Home Phone**  
(773) 555-2212

**Fax**  
(312) 555-2400

**Home Address**  
111 USA Street  
Chicago, IL 60606

**Personal E-Mail**  
[jdoe2342@freemail.com](mailto:jdoe2342@freemail.com)

**Personal E-Mail 2**  
None

**Assistant Mobile Phone**  
None

**Assistant E-Mail**  
None

**Left Message** [\(Edit\)](#)  
[Alice Admin](#) on Jan 13, 2011

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[E-Mail Researcher](#) | [E-Mail Assistant](#)

[Find this Person on LinkedIn](#)

LinkedIn integration and resume parsing reduces the data entry load and creates a permanent connection to their LinkedIn profile.

People records contain all of the information critical to managing the relationship, including contact information, notes, job history, education, and documentation.

## Other Features

- Off-Limits indicators to prevent users from contacting companies and people.
- Resume Parsing for easy input
- LinkedIn Integration
- Accounting screens to store and manage invoicing parameters, payments and recruiter credit.
- Business Development projects so users and management can effectively manage potential new business.
- Industry and Function Codes allowing for easier retrieval via complex queries.
- Education verification integrated to avoid duplicative efforts.
- Referral connections so users can build a network with several degrees of separation among executives.
- Complex query functions that not only allow users to retrieve important lists, but Velvet allows users to export, download, and migrate lists to active searches with a simple click.
- Optional client worksites that allow client contacts to access limited, controlled information such as updates, presented candidates, documentation, invoices and specifications.
- Optional candidate worksites that allow current candidates to access limited information, including profiles, schedules and personal documentation.
- A user directory so users can easily access one another across multiple offices.

*Can you think of anything else? We can probably incorporate that too!*

## Hosting and Development Technology

For firms and corporate businesses we offer a unique client and candidate worksite solution that will improve your efficiency and customer satisfaction.



### Client Worksite

This client-facing solution gets its data from Velvet and presents acceptable, limited information to your clients. Because it's web-based, clients can access it at their convenience through a proprietary login.



### Features Include:

- Secure access to key data
- Billing status information
- Email-based reminders
- Company-wide or project-specific access



### Candidate Application Worksite

Direct input from your website into Velvet. Velvet can email responses, notify recruiters and automatically assign applicants to relevant search projects.



### Candidate and Client Survey Systems

Surveys provide excellent feedback to search firms and corporations. We develop and manage surveys on behalf of client organizations, packaging and presenting results.



### Intranet and Document Storage Systems

A key to operational success is allowing all of your employees unimpeded access to all of the tools and resources needed to succeed. An Intranet and central storage solution is just one component necessary to strengthen your team's capability. Our custom hosted systems are designed for simplicity and security.

## Research Tools and Services

Research is critical to search success, but it can be expensive to consistently support an internal research team in an inconsistent business. Having access to subcontracted professionals is an effective way to align support costs with revenue, lowering your financial risk and ultimately improving profit.



### Senior Executive Recruiting Leverage

Internal Researchers with extensive search firm experience focused exclusively at the senior level. Our teams can provide all of the service you expect from the large search firms, including identification and pre-qualification using state-of-the-art tools.



### Quality Name Generation

Our associate recruiters generate target lists for business development and search execution projects using innovative tools. Whether you're looking for company information, executive targets lists, or competitive intelligence, our team is experienced at all levels of development.



### Scalable, Matchmaking Services

Through our Exchange Hub we have unique access to over 1,000 independent research professionals expert in all functions and industries. This network provides scalable support for projects of any size. We'll identify and make introductions at no additional cost.



### Research Tools

Our buying power is unmatched in executive search. If you're willing to share access, our client portfolio combined with our large research network allows us to acquire access to premium tools at low costs.

ProspectCity

Please contact us at your convenience

Robert Stein

[rstein@prospectcity.com](mailto:rstein@prospectcity.com)

847.487.4256

[www.prospectcity.com](http://www.prospectcity.com)