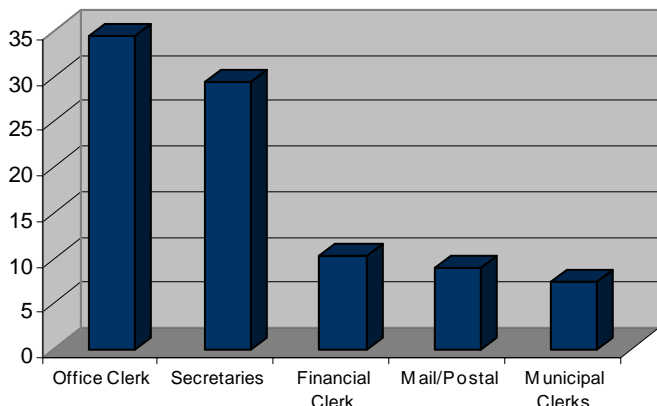


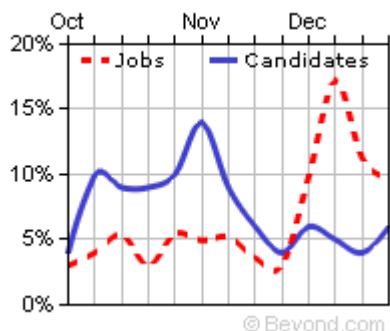
Clerical & Administrative Channel

4Q09 Industry Outlook

Candidate Breakdown – Percentage of Industry Clerical & Administrative



Clerical & Administrative Employment Trends (Percentage of Network – October 2009 to December 2009)



Clerical and Administrative Employment Forecast
(Source: Bureau of Labor Statistics: Occupational Outlook Handbook, 2010-2011)

- Employment of bookkeeping, accounting, and auditing clerks is projected to grow by 10 percent between 2008 and 2018, which will result in about 212,400 new jobs and make it one of the largest growth occupations in the economy.
- Secretaries and administrative assistants will have among the largest number of job openings due to growth and the need to replace workers who transfer to other occupations or leave this occupation.

Quarterly Channel Statistics	
Active Resumes*	1,925,282
Jobs Posted	8,051
Channel Sites	72
Email Contacts	1,131,487
Monthly Channel Statistics	
Job Views	391,890
Online Applications	133,079
New Resumes	60,316

Most Popular Candidate Titles (%)
1. Office Clerk (11.37)
2. Receptionist (9.46)
3. Secretary (8.86)
4. File Clerk (8.76)
5. Information & Record Clerk (6.84)
6. Executive Secretary (6.50)
7. Information Clerk (4.97)
8. Word Processor or Typist (4.29)
9. Order Clerk (3.13)
10. Correspondence Clerk (3.03)

Cities with the Most Jobs Posted
1. Los Angeles, CA
2. New York, NY
3. San Francisco, CA
4. Sacramento, CA
5. Washington D.C.

*Includes only one resume per candidate

We can help you can effectively reach this candidate pool.

Beyond.com, Inc. is the world's largest network of niche career communities, powering thousands of geographic and industry-specific sites. The Beyond.com Network is comprised of many distinct channels, each represented by a premier career destination and backed by a powerful group of associated communities.

By providing highly-relevant industry information and career opportunities, the Beyond.com Clerical & Administrative Channel attracts thousands of active and passive candidates each month. You can effectively target and hire these qualified and skilled industry professionals with our powerful recruitment solutions, including:

- Job Posting Packages
- E-Mail Marketing
- Banner Advertising
- Job Alert & Newsletter Sponsorships
- Featured Company Profiles



The Beyond.com Network

We power thousands of industry, local and specialty career sites and connect users across all sites through a single destination – Beyond.com. As a result, our employers benefit from the undisputed quality of a niche job board combined with the expansive coverage of a national job board. To view a complete list of Beyond.com Network sites, please visit www.Beyond.com/Channels.

Top 10 States for New Candidates (%)
1. Texas (12.89)
2. California (8.79)
3. Florida (8.08)
4. Georgia (5.39)
5. New York (5.01)
6. North Carolina (4.00)
7. Illinois (3.98)
8. Ohio (3.76)
9. Pennsylvania (3.28)
10. Indiana (3.09)

Top Clerical & Administrative Key Words Searched by Candidates:
 Administrative Assistant, Clerical, Receptionist, Data Entry, Secretary, Executive Assistant, Clerk, Work from Home, Office Manager, and Administration

City Sites

PhillyJobs.com	ManhattanJobs.com	SeattleJobs.com
BeyondLosAngeles.com	ChicagoCareerSite.com	PhoenixJobs.com
SanFranciscoGigs.com	AlbanyCareerPath.com	DallasJobsite.com

Industry Sites

AdministrativeJobs.com	ClericalAssistant.com	ReceptionistJobs.com
ClericalPosition.com	AdministrativeJobsite.com	AdminCareers.net
AdminGigs.com	SecretaryJobsite.com	ClerkJobsite.com

Key Clerical & Administrative Demographics

Beyond.com recruitment solutions are the best way for your company to tap into a highly-talented, knowledgeable and fresh candidate pool. As you can see, 67% of our network candidates have pursued higher education, 46% have 10 or more years of experience, and 34% have chosen the Beyond.com Network within the first 2 weeks of their job search.

Experience Level	%
Less than 1 year	4.33
1-3 Years	13.11
3-5 Years	15.04
5-10 Years	21.11
10-15 Years	15.96
15-20 Years	13.10
21+ Years	17.34

Educational Background	%
Post Graduate Degree	2.40
4 Year College Degree	17.95
2 Year College Degree	13.58
Some College	33.26
High School Diploma	32.81

Length of Job Search	%
Just Started	24.64
2 Weeks	9.56
4 Weeks	9.71
6 Weeks	5.87
2 Months	8.97
3 Months	10.95
6 Months	11.60
9 Months	5.68
12 Months	3.07
Over 1 Year	9.95

Channel Personality Type: ISFJ (Introvert, Sensor, Feeler, Judger)
 ISFJ traits include: cautious, gentle, and thoughtful; hesitant until they know people well then affectionate and caring; very literal and aware of the physical world; uncompromising about personal standards and easily offended; diligent and conscientious, organized and decisive. The most important thing to ISFJs is living a stable, predictable life and helping people in real ways.

Start with Us...

Beyond.com will help maximize your campaign today. Contact us now at Employer@Beyond.com or by dialing 1-866-694-5627. Together we will help you Go Beyond!