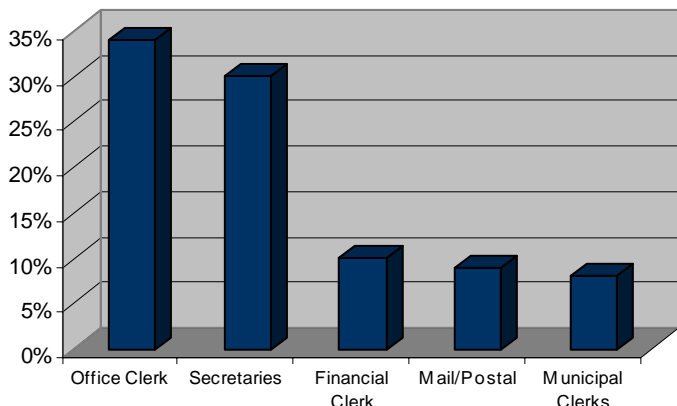


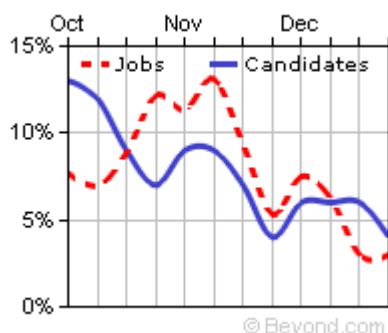
## Clerical & Administrative Channel

### 4Q08 Industry Outlook

**Candidate Breakdown – Percentage of Industry Clerical & Administrative**



**Clerical & Administrative Employment Trends (Percentage of Network – October 2008 to December 2008)**



**Clerical and Administrative Employment Forecast**  
(Source: Bureau of Labor Statistics: Occupational Outlook Handbook, 2008-2009)

- Employment of general office clerks is expected to grow 13 percent between 2006 and 2016, although the employment outlook for office clerks will continue to be affected by the increasing use of technology, expanding office automation, and the consolidation of administrative support tasks.
- Secretaries and administrative assistants will have among the largest numbers of new jobs arise, about 362,000 over the 2006-16 period.

#### Quarterly Channel Statistics

Active Resumes*	1,338,566
Jobs Posted	101,373
Channel Sites	71
Email Contacts	1,131,487

#### Monthly Channel Statistics

Job Views	317,477
Online Applications	129,933
New Resumes	52,962

#### Most Popular Candidate Titles (%)

1. Office Clerk (11.29)
2. Receptionist (9.89)
3. Secretary (9.05)
4. File Clerk (8.52)
5. Executive Secretary (6.75)
6. Information & Record Clerk (6.52)
7. Information Clerk (4.96)
8. Word Processor or Typist (4.45)
9. Medical Secretary (3.16)
10. Order Clerk (3.09)

#### Cities with the Most Jobs Posted

1. New York, NY
2. Houston, TX
3. Atlanta, GA
4. Dallas, TX
5. Chicago, IL

\*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](http://www.Beyond.com/Channels).

Top 10 States for New Candidates (%)
1. Florida (12.76)
2. Texas (9.46)
3. California (7.33)
4. Georgia (6.91)
5. New York (5.57)
6. North Carolina (5.47)
7. Ohio (4.01)
8. Michigan (3.82)
9. Virginia (3.23)
10. Pennsylvania (3.06)

**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, 66% of our network candidates have pursued higher education, 62% have 5 or more years of experience, and 42% have chosen the Beyond.com Network within the first 2 weeks of their job search.

Experience Level	%
Less than 1 year	4.79
1-3 Years	15.61
3-5 Years	17.14
5-10 Years	22.92
10-15 Years	14.50
15-20 Years	11.75
21+ Years	13.28

Educational Background	%
Post Graduate Degree	1.51
4 Year College Degree	14.08
2 Year College Degree	11.62
Some College	38.83
High School Diploma	33.97

Length of Job Search	%
Just Started	28.85
2 Weeks	13.33
4 Weeks	12.68
6 Weeks	6.91
2 Months	9.52
3 Months	10.34
6 Months	8.44
9 Months	2.69
12 Months	1.45
Over 1 Year	5.79

**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](mailto:Employer@Beyond.com) or by dialing 1-866-694-5627. Together we will help you Go Beyond!**