

Dear Candidate,

I appreciate your inquiry with Fashion Recruiting by Cecilio!

Before we actually go into interviews with clients I want to make sure you are clear as to the services offered by Howell Creations/Fashion Recruiting by Cecilio and what to expect.

The following is not a contract but does constitute a basic understanding between you (the candidate) and myself (your career advisor and recruitment consultant):



Fashion Recruiting by Cecilio
Howell Creations K.K.
Japan: +81-90-9392-7412
U.S: +1-310-995-7185
Global Fax: +813-4496-4062
1-33-26 Ougicho, Yokohama,
Odawara Kanagawa,
Japan. 250-0001

The Global Recruiting Business

I am not sure what your exposure has been to the global recruiting industry. In its simplest form, recruiting can be a sales job, where the consultant "sells" jobs to candidates and then "sells" candidates to clients. The high income potential and lack of need for fluent Japanese is what draws many recruiters into this industry. There are over 4000 recruiting firms in Tokyo and the turn-over rate in the industry is quite high (roughly, a recruitment firm has 100% turnover every 2 years).

This combination of high income, high turnover and sales approach to recruiting, leads to a short-term job focus as opposed to a long term career focus by both candidates and recruitment consultants. The industry rule is "Place the placable [candidates]". As a result, you must be very careful when dealing with recruiters. Do your homework and do not just focus on "the job and the money" but push your recruiter to think further down the line.

Howell Creations & Fashion Recruiting by Cecilio

Professionally, I have worked for as an HR Manager for a Japanese company for 2 years prior to joining a recruitment agency as business development manager and senior recruiter. I have been recruiting for retail fashion and real estate firms for 4 years and now work independently with the major European and American brands. I am VERY selective about the candidates and clients I work with and will not hesitate to release a client, regardless of the popularity of the brand, if I do not feel they provide a positive working environment for my

candidates.

I am very serious about helping my candidates to make the best career decisions for the long term. My independent status allows me to focus on quality of placements rather than meeting monthly targets or paying for high overhead or massive company structure. Rushing to make placements is not the business objective of Fashion Recruiting by Cecilio.



Confidentiality

Before I approach a company with your name or any private information (any information that can identify you personally), I will seek your expressed permission. In the case that I have your permission to represent you to an entire market, I will let you know exactly which firms I have contacted. Please keep a record of all companies contacted on your behalf. Your relationship with me as a candidate will only be revealed to those with a need to know.

I also expect that you keep our relationship and all introductions and job descriptions in confidence as well.

Services & Fees and Charges

Job Introduction Services

If you are currently in the job market (i.e. looking for a new job now) and there is a strong chance that I can find a role for you with one of my client companies, then there is no charge for my services. My business is a contingency based search agency, which means that I will search for and introduce candidates for my client and will receive a service fee *from the client* only upon successful placement of a candidate. My fee is paid by the client company with whom I place you and is determined by a percentage of your annual base salary.

In the case of *Job Introduction*, the intent for both you and me is to find you a job with one my clients within the next 1-3 months. In this case, when I find you a job, the Client will pay a fee for the work performed.

Career Counseling Services

I also work as a Career Counselor. In cases where:

- You are not yet sure if you would like to search for a new job and/or
 - You just have general questions about your career and the job market, or
 - After a meeting you decide not to use my Job Introduction Services
 - There is not a strong chance that I can place you with one of my clients
- ...I can work with you as a Career Counselor.



Career Counseling Services (only) are provided for a fee of ¥4000JPY. This Fee

includes

- Going over your career to date, in detail
- Discussing your future career goal(or goals) & options
- Creating a detailed career plan so that you can achieve your goals
- In some cases referring other agents/services that might able to better assist your career needs
- Extending my services as your career advisor for the duration of your career
-and a cup of coffee!

NOTES:

For Career Counseling only candidates, there will be no pressure to interview with clients until you let me know you are ready to find a new role

Payment can be made in cash at the onset of our meeting or via bank transfer to the following account:

みずほ銀行二子玉川支店
店番号 613 普通口座 1087177
株式会社 HOWELL CREATIONS

My Job (during the interview process

Strong Introduction – I will leverage my knowledge of the local retail market and connections with the decision makers, HR managers, and Line managers etc. to provide you will opportunities to meet and interview with the companies of your choice.

Coordination – I will manage your interview schedule and coordinate all meetings, phone conferences, etc

Negotiation - Please leave all contracts and offer negotiation to me and do not discuss, write or negotiate these issues with the client. When you negotiate directly with the client, they have a strong advantage as they know exactly what you want, whereas you do not know their budget, flexibility, standard hiring terms etc. As my fee is generated from your base salary, it is not in my best interest either to negotiate a lower salary for you, so please trust me in this area. Simply tell the client "I have asked my agent to deal with all salary and compensation (current, previous and desired) issues. Please speak with him."

Deal Flow Management – If I am representing you to more than one client companies, it is my job to try and coordinate the timing of all your offers. The worst case would be to get an offer from your number 2 choice right away while still in first rounds with your number 1 choice.

Ongoing Career Guidance – Finding a job is easy. Finding a job that moves your career forward, and puts you closer to your goal is hard. I will do my best to



assist with your career, not just one job.



Your Job (during the interview process)

Interview well – 1st interviews are an opportunity to show and build your value with the client company. 2nd interview are a chance for you to also interview the company. As rounds increase, your position becomes stronger and you can ask harder questions. However, regardless of the rounds, please abide by the following:

- Always do your homework (Google: interviewer name, company website, financial reports, recent articles)
- Always visit 1 or 2 stores of the brand you are going to interview with (in the case of an apparel company)
- Always dress for success
- Always review your previous experience
- Always prepare QUALITY and RELEVANT questions for your interviewer
- Never discuss compensation (current or desired) with a client company
- Never give your private information to a client company (Politely request they contact you through your agent.)
- Always arrive 5 minutes early (please give me a call at 09093927412 if you will be late)

Feedback - Please give me detailed feedback on your interviews with clients (written preferred)

Transparency - Also keep me up to date on the status of your other interview processes with other companies/recruiters. This communication is very important and essential to maintaining trust between you and I.

Expectation management - It is important to both know and project your value with interacting with clients. Although it is NOT OK to let a client know where else you are interviewing, it is encourage letting them know when you are "considering other options", "interviewing with several companies", "moving into next or final stages with other companies".

Also, if you are interviewing at other companies and they make you an offer too soon because they don't know you are interviewing elsewhere, you might have to put their offer on hold or even risk losing it.



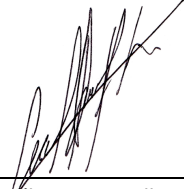
Please remember that we are a team. I am on your side. Although I do



represent my client companies as well, one thing that I always keep in mind is that a "bad hire" for a client simply means they find another person for the role. But for you, my candidates, one wrong job decision, can do a lot of damage to your career and lifestyle. Because I know you have the most at stake, I make extra sure to try and place you in the best possible circumstance.

If any of this is unclear please let me know otherwise we will proceed according to the spirit of this agreement.

Thanks and ganbarimashou!



Cecil J. Howell R.
Founder & President, Howell Creations
Senior Recruiter, Fashion Recruiting by Cecilio

