

Home Office Requirements

All employees must acquire and maintain the following conditions and utilities while employed with Complete Search Services:

♦ OFFICE SPACE

- Separate Office Space with a quiet professional atmosphere.
- Office Space must have a door
- Acceptable options are: study, office, usable attic or basement space, sitting room off of master or spare bedroom.
- Limited noises should be heard from the office space (pets, traffic etc.)
While all employees and consultants work from home, this should be **seamless** to our clients and candidates.

♦ COMPUTER

- Modern computer with high-speed processing and memory capabilities that allows efficient processing of multiple open applications.
- Minimum of a Pentium III Processor with 400MHZ. Good Options are Pentium Dual Core, Pentium D, Pentium 4, Celeron Processors
- A minimum of 256MB RAM
- A minimum of 600MB of free hard drive space.
- Must have CD-Rom.
Should be able to run several applications, such as 2 to 3 Internet Explorer windows, Microsoft Outlook, Word and Excel at the same time.

♦ OPERATING SYSTEM

- PCs ONLY. Currently MAC computers are not supported.
- Windows 2000 or Higher, Windows XP (Professional, Home or Media Edition)
There have been configuration problems with some of our utilities with Windows NT, it is currently not supported.

♦ SOFTWARE

- Microsoft Office Suite, 2003 or higher version with Outlook, PowerPoint, Excel and Word
- Adobe Reader 6.0 or Higher
- Internet Explorer 6.0 SP1 or Higher
- Anti Virus & Anti Spyware Software Utilities

♦ INTERNET CONNECTIVITY

- Unlimited Internet Connection.
- High Speed Cable or DSL is required.
- You must have the required 128 Kbps upstream, and 384 downstream. If you are using a cable connection, it must be through a 2-way modem.

♦ OTHER UTILITIES

- Printer and scanner. A multi-purpose system is acceptable.
- Computer Phone Headset (Recommended models: Plantronics 310 or 340 Model, Cyber Acoustic AC 850, A4 Tech HS 5P).