

Thank you for exploring a career with The Track Group.

Only through an honest personal assessment can you decide whether or not your capabilities and strengths align with our firm. This document helps you assess if this opportunity is right for you and if so, increases the likelihood of a good match between employer and employee.

WHAT WE DO

Please visit our web site at www.trackg.com to learn about The Track Group. The web site explains in detail our AIMS (Advertising and Integrated Marketing Solutions) and MOBIS GSA Schedules which covers many of the services we provide to our primary client, the Federal Government. The Track Group provides professional services of outreach, communications and event planning.

THE PROJECT MANAGER

We hire full time employees as project managers who coach/manage creative and technical craftspeople on a contractual basis.

Please review the job description at (http://www.trackg.com/contact_career.html), where we outline some of the typical activities required by our project managers. The title for this position could also be project or account manager, client services manager, or production manager.

As a project manager, you are to lead a project to successful conclusion for all parties - The Track Group, the client and our vendors. You must take project ownership and position yourself between our clients and vendors to ensure satisfaction for all parties while moving projects forward.

The job requires a fair amount of telephone and email coordination to make sure all parties understand, agree to and are satisfied with expectations for meeting contract obligations and customer satisfaction. It is the project managers' obligation to develop creative solutions that balance the needs of all parties - The Track Group, the client and our vendors.

TYPICAL DAY

Some days will require you to communicate to clients and/or vendors. Opportunities arise when you are presented with issues that require creative thinking and the use of problem solving skills. We expect the project manager to take initiative and engage management to help develop creative solutions.

When projects are up-to-date and stable, your focus will be on enhancing your skills through self-initiated and self-paced training. As a fast company, our training tends to be hands-on, informal, and initiated by you, the employee. You are expected to engage management as to how best build your skills in support of the position and the firm. When project activities are light, you are resourceful on how best to grow your abilities as well as our corporate capabilities. It is never a bad thing to be caught up with your core project work. In these cases, activities will include training, writing proposals, and working on a wide variety of special ad hoc projects such as developing a new educational course for our clients. You will engage management to develop a training and non-core activities plan for your position.

YOUR EXPERIENCE & SALARY REQUIREMENTS

The following are important attributes and experiences we are seeking to hire. Please review the list and determine if you can demonstrate experience with the following attributes.

1. Salary - While we try to remain flexible in terms of compensation, we typically hire new project managers at a starting rate of between \$45K and \$65K (depending on salary history and experience). This is a wide range and the actual amount we offer an individual will depend on their exact level of experience. We also offer an upside bonus based on performance and corporate profit.

2. Client Service Focus & Strong Communication Skills – do you have at least two years working in an environment where you interacted with your clients over the telephone, in person, and via email? Have you demonstrated an ability to look at the world from the client's perspective first and put your needs in the background? Can you show an ability to communicate very clearly and proactively?

3. Strong Attention to Detail – have you demonstrated the ability to manage multiple projects with various stakeholders who do not report to you as an employee? Do you have experience using systems and processes that are very tightly defined so that any other employee can step in at any time and know the exact status of your project?

4. Troubleshooting Skills – when confronted with client, creative, and technical challenges, have you demonstrated the ability to find innovative solutions?

5. Technology Skills – while we are open to training employees on new software, we expect that people have a mid to high comfort level picking up new software and have demonstrated an ability to learn new PC software (mac is a plus but not required). If you are given a new software you have never used, are you comfortable playing around to see how it works?

6. Good Fit – in addition to the items listed below, it is important that your expectations for a place to work match what we offer. One factor includes your potential commute. We are located off Rt 395 at Rt 236 (Alexandria – about 4 miles north of the mixing bowl interchange). The remainder of this document attempts to give you insight into what you can expect from a career with our company. Please give consideration to the table below that discusses smaller company attributes.

A UNIQUE OPPORTUNITY

As a smart, fast and established firm, our large federal clients are depending on us. We cut through the bureaucracy of larger corporations, and retain the stability, professionalism, and added upside potential for all staff. Our 15 years in business shows that our methods, convictions and professionalism are well received by our clients, employees and vendors. Each year, we experience personal and professional growth by listening, understanding and educating ourselves fast on the changing needs of our clients, employees and vendors.

By taking responsibility for your own success, The Track Group acknowledges that you are the primary contributor to your career growth and fulfillment. As your employer, we will empower and assist you to recognize that only you can make your career rewarding and meaningful. We support this responsibility.

DECIDING WHERE YOU WILL BE HAPPY: CORPORATE CULTURE

A corporate culture can be hard to define. This section mentions some of the things that are important to our founders. You can read see core values and mission statement at (http://www.trackg.com/comp_mission.html).

Things that are important to us include:

1. Making sure the team is stronger than any one person. This means we want people to work together to solve problems and document everything. If an employee were to call in sick suddenly, it is easier for another to handle the work when all use the same processes and systems to track information and everything has been documented to the current time. While we have many systems in place now, we would encourage you to find ways to make them stronger or find better solutions. First step is to master what we have in place, and then while using our systems, you are free to propose new ones.
2. We want to grow our business and we know that hiring people smarter than us is a strong way to go. We try to take the ego out of the operation. While we respect that everyone needs to feel good about their work and their contributions (we want to reward people thru recognition and monetary bonuses), we also want people to share in finding new solutions and avoid making others feel small.
3. Real time and open to change – we can move very quickly and at times will make a rapid change in direction. We are always open to trying new things and looking for new ways to be more competitive and helpful to our clients.
4. Inviting healthy debate about the best way to accomplish something. Like a small family that might disagree about a select item, we learn from discussing things and want to keep moving forward. Being very comfortable with the way things are done in the past is a sure way to go out of business or at least become irrelevant to your customers.

FINDING THE RIGHT FIT FOR YOU: COMPANY SIZE

For a new job to work, it has to be right for both parties. The following table can help you make an assessment if this opportunity is worth exploring in more detail. For each attribute, please make an assessment of how much you can relate to the description in column A vs. B.

For each of the items in the table below, please consider how comfortable you are with the two options. Both of our founders have worked for larger firms prior to joining The Track Group full time. We have a strong appreciation for what larger companies can do well (e.g. training and developing strong systems) and we try to offer the best of the larger while being a small firm. This means that we make sure to have a strong 401K plan and health care plan, provide pre-tax option for making employee contribution for health plan, offer direct deposit, provide a strong office and infrastructure (computers and furniture), and add all of the benefits of a smaller firm (more personal with high upside to key staff).

ATTRIBUTE	A: MATCHES SMALLER COMPANY	B: MATCHES LARGER COMPANY
Change	I embrace rapid change and can live with less certainty about the future in terms of exactly what type of projects I will be involved with.	I like to know the plan for a year out and know exactly what my job will entail for the next year+.
Team	<p>I like being part of a small team where your actions make a big difference.</p> <p>I am comfortable with parts of my team being located remotely from me and my interaction is via the phone and email.</p> <p>I like being appreciated and thanked for my contributions.</p>	<p>I like being part of a larger team where I can meet many interesting people.</p> <p>I desire to have interaction with many people throughout the day.</p>
Compensation	<p>In addition to a fair salary and benefits, I appreciate the potential for a larger upside if I make strong contributions.</p> <p>I appreciate the potential of profit sharing and a 401K plan.</p> <p>I would like health insurance with a large provider and option dental/vision discount plan.</p>	I prefer to have as much as I can up front from my employer – having to prove myself seems unnecessary since I come with strong references.
Direction	<p>I like to see the big picture goals and then find ways to solve issues.</p> <p>I prefer to have input from a manager when I need it and I feel comfortable asking for help.</p> <p>When I am asked to take on a project that requires me to learn something new, I see a challenge and look for guidance as needed to tackle successfully.</p>	<p>I like a manager who can give me hands on regular guidance on most days.</p> <p>I don't want to have to ask for assistance- my manager should know what is needed because they are with me/the team most days.</p> <p>I get nervous when I am asked to do things I have not done before.</p> <p>I like having only one person that asks for things from me.</p>

ATTRIBUTE	A: MATCHES SMALLER COMPANY	B: MATCHES LARGER COMPANY
Environment	<p>I appreciate working in a professional office, but don't need to have a lot of people around me.</p> <p>I like the time to focus on my work when on occasion I am alone in an office.</p> <p>I find working near the owner of a small business interesting and a chance to learn a lot while having a direct impact on the business.</p> <p>I appreciate a flex time schedule and the potential to telecommute once I am established assuming the work of my position is compatible with this.</p> <p>When I have a problem I can't solve, I invite others to help me solve it.</p>	<p>I like being part of a well known corporation.</p> <p>I like coming to an office where I can check in with many co-workers and catch up on things.</p> <p>I like working in a larger firm where there are layers of management to provide support and a well defined career path.</p>

NEXT STEPS

If we haven't lost you yet and this all sounds interesting, we'd like to talk to you.

When speaking with you, we are interested in assessing if there is some chemistry between us (could we work together well), as well as reviewing your past experiences in more detail and have you complete some exercises that demonstrate a variety of skills such as customer service, trouble shooting, math, and computer technology and web research.

If we both think there is a good fit, we would either make an offer of employment, offer to have you start for a test time period as an independent contractor (with the likely goal of full time employee), or we might recommend that you spend a day with us so we can each get to know each other better. If you have the flexibility to take off a day, this is a great way to explore the opportunity up close.

Please contact David Ehrlich at (703) 941-7766 x101 and via email at dave@trackg.com to set up an appointment for either a telephone or in person interview. **To indicate that you've reviewed this document, please title your subject line to include "REVIEWED DOC".**

Thank you for taking the time to read this document and we look forward to meeting you.