

A. Peer Review Process

1. Objective

To conduct an outside evaluation of the requesting member's business in general, or in specific, areas and report their evaluation to the requesting member. (See following forms.)

2. Cost

There is no charge to the requesting member for the Review. However, the requesting member must agree to pay all travel costs incurred by the Peer Review Team, including fare, lodging, meals, etc.

3. Timetable

When possible, the Peer Review Team will arrive the evening of the first day and spend 2-3 hours with the Owner. They will discuss problems, goals, desires and what the Owner is looking for from the Review. The Owner must be available to the Review Team at all times during the review.

The second day is spent in the office interviewing the staff, analyzing procedures and monitoring applicant and order flow. That night the Review Team will write their report to present to the Owner.

The next morning, the Review Team and the Owner will discuss the written report and the Review Team will return home in the afternoon.

4. Procedure

A TEMPNET member wanting the Peer Review should request it, in writing, from the Peer Review Chairman.

Upon receipt of the written request, the Chairman will mail a Hold Harmless Agreement to the requesting member for his/her signature.

Upon receipt of the Hold Harmless Agreement, the Chairman will select two (2) appropriate TEMPNET members and discuss the requesting member with them for compatibility with the market area. The Chairman will establish 3 or 4 dates the requesting member is available for the Peer Review.

The Chairman will call the prospective Review Team Members to verify that they will perform the Review and establish an exact date for the Review. The Chairman will notify the requesting member of the date and will no longer be involved with the Review.

The Chairman will mail a pre-assignment package to the requesting member to be completed and copies will be mailed to each member of the Review Team prior to the Review.

The Chairman will mail a complete Review Team Package to each Peer Review Team Member to use to conduct the Review.

The Chairman is no longer involved with the Review, except to receive the Report forms from the requesting member and the Review Team.

5. Feedback

The Peer Review Team will complete a written report and review it with the Member. The report is confidential and only the Owner and the Review team have access to the report.

The TEMPNET member reviewed will complete an evaluation of the Review Team and mail it to the Chairman after the Review.

The Review Team will complete a report to inform the Chairman the Review was completed, along with any recommendations to improve future Peer Reviews.

B. TempNet Request for Peer Review

Company Name: _____

Contact Person(s): _____

Mailing Address: _____

Physical Address: _____

Phone No: _(_____)_____ Fax No:

(_____)_____

Email Address: _____

Company Profile - This information will be used to assign you appropriate reviewers.

Annual Sales Last Year: _____

Service Mix: Clerical _____%

Industrial _____%

Tech/Professional _____%

Company Niches or Specialties:

Do you have a permanent placement division? ____ Yes ____ No

Year established in business? _____

Number of branches? _____

Automated? ____ Yes ____ No

If yes, name of software: _____

Requested Months for the Review: _____

Please suggest any reviewers you might feel comfortable with. If you do not have any preferences, reviewers will be suggested to you.

THANK YOU!

Return to: Peer Review Chairman

C. TempNet “Pre-Review” Questionnaire

Please complete the information below and mail a copy to each member of the Review Team at least seven (7) days prior to your review, or it will be canceled.

Firm Requesting the Review: _____ Phone: _____

Company Name: _____ Contact: _____

Offices: _____ # Employees: _____

Hours/Week: _____ High _____ Low _____

What is your market size? (SMSA) _____

Number of competing services _____

Your ranking among the competing services _____

List the areas where you feel you need help.

List you ten largest clients in order of size. Give percentage of business for each.

D. Confidentiality Agreement

Agreement made this ____ day of _____, 200_, by and between _____
a corporation, having its principal place of business at

_____, (hereinafter referred to as "Member") and
_____, of
_____, (hereinafter referred to as "Peer Reviewer(s)").

WHEREAS, Member is a member of TempNet®, a national network of independent temporary services and Peer Reviewer(s) are also a member of TempNet®, and

WHEREAS, Member has requested that a peer review of its operations be conducted, and

WHEREAS, Peer Reviewer(s) have agreed to conduct such peer review and furnish a report thereof to the Member,

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the parties hereto agree as follows:

- Definition. "Confidential Information" as used herein shall mean all information, documentation (including listings of any nature or kind), software, techniques, or devices, and also including but not limited to discussions between Member and Peer Reviewer(s) which are disclosed (or occur) during the course of the peer review and which relate in any way to Member's business plans whether pertaining to the present or future.
- Acknowledgment. Peer Reviewer(s) acknowledge and agree that Confidential Information is proprietary to and a valuable trade secret of Member and that any disclosure or unauthorized use thereof will cause irreparable harm to Member.
- Obligation of Peer Reviewer(s). In consideration of the disclosure to Peer Reviewer(s) of Confidential Information, Peer Reviewer(s) agree to treat said information in confidence as follows:
 - a) To use Confidential Information for the sole purpose of performing the peer review referred to herein.
 - b) Not to copy by any means, in whole or in part, Confidential Information.
 - c) Not to disclose Confidential Information to any other persons, firm, corporation or other entity.
 - d) To return Confidential Information to Member at the conclusion of the peer review.
- Survival. The restrictions and obligations of Paragraph 3 of this Agreement shall survive any expiration, termination or cancellation of the Agreement and shall continue to bind Peer Reviewer(s), their successors, heirs, and assigns.
- Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of _____.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed as of the day and date above written.

Member:

Peer Reviewer(s):

E. TempNet® Peer Review Agreement

Agreement made this _____ day of _____, 200_, by and between TempNet®, an Iowa corporation, having its principal place of business at 525 SW 5th Street, Suite A, Des Moines, IA ("TempNet®") and _____, a _____ corporation having its principal place of business at _____ ("Member").

In consideration of TempNet® sponsoring and providing a peer review visit and report, and other good and valuable consideration the sufficiency of which is hereby agreed to and acknowledged, the member hereby agrees to indemnify, defend and hold harmless TempNet® and its officers, directors, members, employees, agents and assigns from any and all costs, damages, expenses (including reasonable attorneys fees) or other liability arising out of the performance of said peer review.

It is expressly understood and accepted by the Member that the performance of such peer review is being done at the request of the Member and is, therefore, voluntary in nature. It is further expressly understood and agreed to by the Member that the report provided by the peer review may contain information unfavorable to the Member. Member therefore hereby waives any cause of action against TempNet®, its members, officers, directors, employees, agents or assigns which may arise from the performance of the peer review or any report thereof. Member hereby agrees to pay the peer reviewers travel, food and lodging expenses incurred during the peer review period.

Member _____ TempNet® _____

By: _____ By _____

«Date»
«First» «Last»
«Company»
«Address»
«City», «State» «Zip»

Dear «First»,

You have requested a TempNet Peer Review. The Team assigned to conduct your Review is made up of:

«Name1»

«Phone1»
«Company1»
«City», «State1»

«Name2»

«Phone2»
«Company2»
«City2», «State2»

Your review has been scheduled for the week of «WeekDate». Since you have requested this Peer Review, you will be responsible for the expenses of the Peer Review Team.

The Review will consist of the Team coming in the night before so they will be ready to go to work the next morning. They will conduct the Review during the first full day, go back to their room and write up their summaries. The next morning, they will review their findings, plus discuss any areas you would like to go over before leaving the afternoon of that second day. Please discuss the exact time with them to insure everything goes smoothly.

You are also responsible for arranging night accommodations and transportation for them, and for informing them of your arrangements.

Enclosed is a questionnaire for you to complete and an agreement to read and sign. Please mail them to the Review Team Members prior to them coming to your office. The purpose of this is to help prepare the Team and give them some preliminary information about your business

Cordially,
Peer Review Chair
cc «Pres»
Enclosures