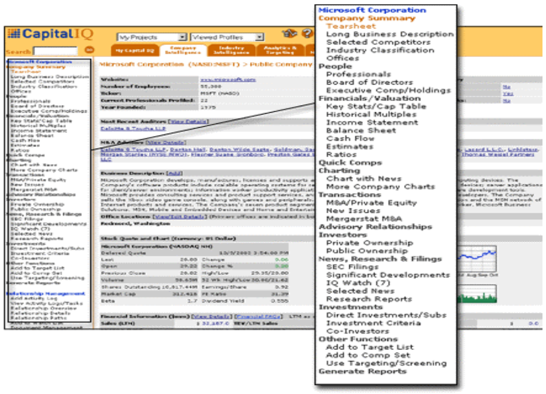
Interview Preparation

Looking Up a Company or an Investment Firm

Use the search box at the upper left corner on any page. Enter the full or partial name of a company (public company shortcut: t=ticker symbol) and click GO. If there are multiple matches, double click on the exact name to view the profile. The left navigation links show available information, and as you click into each link, the page on the right will display more detailed information.

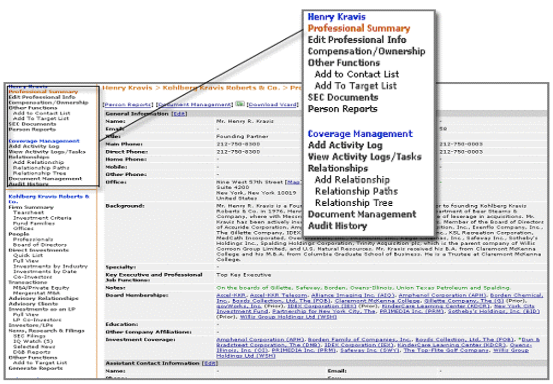


The scope of information includes:

- **Public company profile:** General background, management, board of directors, ownership, executive compensation, insider trading, advisory relationships, subsidiaries, competitors, transactions, securities registrations, stock information, events, news, and financials.
- **Financial sponsor profile:** General background, personnel, investment criteria, current and prior portfolio, co-investors, limited partners, fund families, advisory relationships, transactions, events, and news.
- **Private company profile:** General background, management, board of directors, ownership, advisory relationships, subsidiaries, transactions, events, news, and financials.

Looking Up a Person

Similar to looking up a company, use the search box at the upper left corner on any page. Enter the full or partial name of a person (last name, first name) and click GO. Double click on the name to view profile.



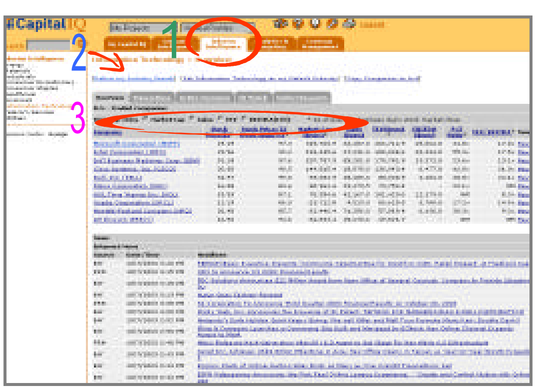
The scope of information includes:

- Contact information, educational background, board affiliations, specialty, and more.

From this page, you can download the person's Vcard, generate a person report, and/or add to your contact list. Additionally, you can also map the person's web of professional relationships up to two degrees of separation by clicking on the Relationship Trees link.

Looking Up an Industry or Sector

This page will give you a quick overview of each industry including the top ten public companies, most recent news, transactions, and most active investors.



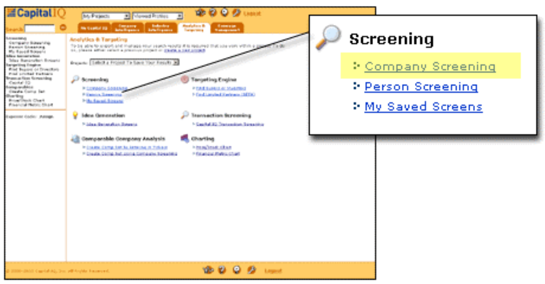
To look up the industry of choice:

- Go to the Industry Intelligence tab (3rd Tab).
- Initially the industry is set to Information Technology, however you can refine your industry by clicking on the Refine my Industry Search link.
- View top players by market cap, sales, TEV, and EBITDA. You can also view transactions, most active investors, and much more by clicking across the tabs on the top.

SCREENING FOR POTENTIAL CAREER OPPORTUNITIES

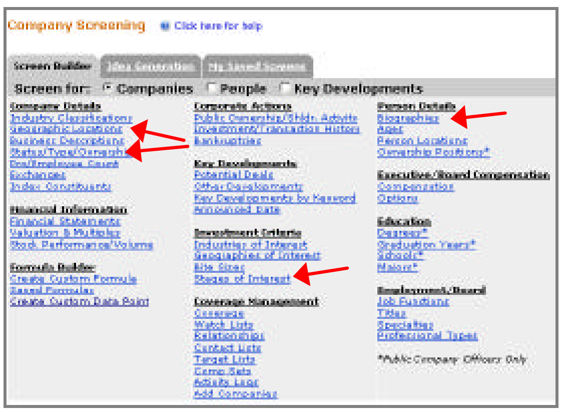
Example 1:

"I want to find all the middle-market private equity firms in New York City or San Francisco where there are Stanford alumni."



Click on Analytics & Targeting Tab (3rd Tab)

1. Select Company Screening.
2. Give your project a name.
3. Click Next to save.



In the Company Screening Page

1. Click on "Status/Type/Ownership", click on "Company Type" and select "Private Investment Firm", and then click on Add Criteria.
2. Click on "Stages of Interests", select "Middle Market", then click on Add Criteria.
3. Click on "Geographical Locations", type in New York City in the Search Geographies box, select New York City Area, then type in San Francisco in the Search Geographies box, select San Francisco Area, and then click on Add Criteria to add both criteria to the same statement.
4. Click on "Biographies", type in Stanford in the search box, then click on Add Criteria.

* You will notice the number of match results decrease as more criteria are added. That is because the universe of available companies gets finer as you add more criteria.

In the Criteria and Results Page

1. To change the order of your criteria, click on the drop down box under Order Criteria.
2. The number of companies associated with the last criterion reflects your most targeted search. To see these results click View Result.
3. To access your screen in the future, select "Name and Save this Screen" and click Save. You can access saved screens by clicking on the My Saved Screens tab (3rd tab in screening).

Screening Tips

Saving Projects

Projects serve as virtual folders to save your work in Capital IQ. You will see all your saved Projects when you first log in to Capital IQ, or by going to the My Capital IQ tab. These Projects are only accessible by you unless you give permission to others by adding them to your Project Team.

Saving Options

The Save Options button in the screening results page allows you to save your results to a Target List and/or Comp Set within a new or existing Project. Check the boxes next to selected companies/lists, or, select all and click the Save button.

Report Options

Once you build a list from your results page, your companies and other relevant information can be used to create a number of different reports.

- Summary Report: For a summary report that includes your companies and screening criteria, select either Word or Excel format, and click Generate Report.
- Custom Report: Click into the Add Custom Fields link to build a custom report. Select from Available Fields to add new fields to your report. After you are done adding additional fields, you can either view the results online or generate your report in Word or Excel format.

And/Or Logic

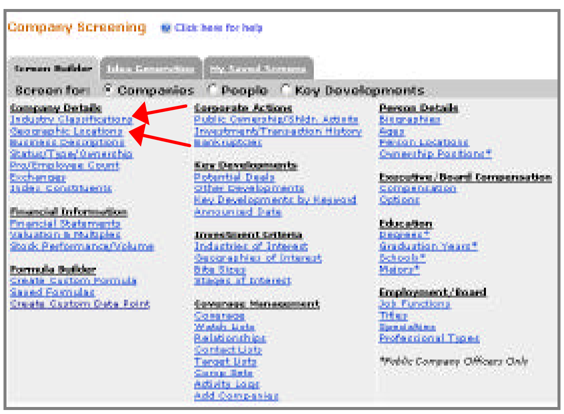
In screening, while you are adding criteria, you have the option to add the criterion as a new criterion or add it to the existing criteria. If you click on Insert as New Criteria, you will make the criterion a requirement (AND logic), but if you click on Insert as Existing Criteria, you will broaden the criterion/criteria (OR logic) so the screening results can match any of the criteria that you have in the same statement.

Example 2:

"I want to find all M&A advisory firms in the Southeast."

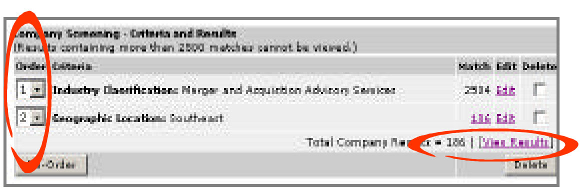
Click on Analytics & Targeting Tab (3rd Tab)

1. Select Company Screening.
2. Give your project a name.
3. Click Next to save.



In the Company Screening Page

1. Click on "Industry Classifications", type in investment banks, select "Merger and Acquisition Advisory Services", then click on Add Criteria.
2. Click on "Geographical Locations", type in Southeast, select Southeast, then click on Add Criteria.



* You will notice the number of match results decrease as more criteria are added. That is because the universe of available companies gets finer as you add more criteria.

In the Criteria and Results Page

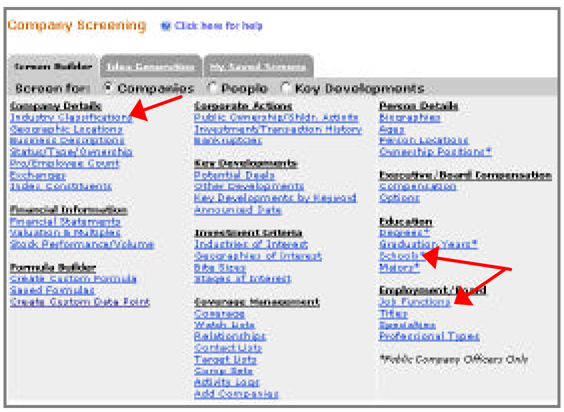
1. To change the order of your criteria, click on the drop down box under Order Criteria.
2. The number of companies associated with the last criterion reflects your most targeted search. To see these results click View Result.
3. To access your screen in the future, select "Name and Save this Screen" and click Save. You can access saved screens by clicking on the My Saved Screens tab (3rd tab in screening).

Example 3:

"I want to find Stanford alumni who are CFOs of public healthcare companies."

Click on Analytics & Targeting Tab (3rd Tab)

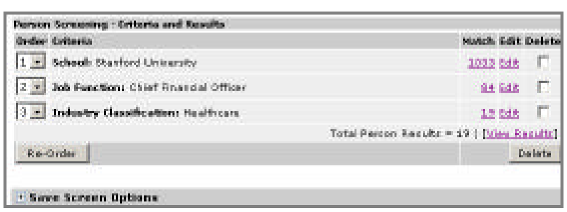
1. Select Person Screening.
2. Give your project a name.
3. Click Next to save.



* Criteria with an asterisk (*) next to it only applies to public companies and professionals. But if you want to include private companies and professionals, you should search through their biographies instead.

In the Person Screening Page

1. Click on "Schools*", click on Available Items: [Search], type in Stanford, double click to add "Stanford University", close the search window, and click on Add Criteria.
2. Click on "Job Functions", select "Chief Financial Officer", then click on Add Criteria.
3. Click on "Industry Classification", select "HealthCare", and then click on Add Criteria.



* You will notice the number of match results decrease as more criteria are added. That is because the universe of available companies gets finer as you add more criteria.

In the Criteria and Results Page

1. To change the order of your criteria, click on the drop down box under Order Criteria.
2. The number of companies associated with the last criterion reflects your most targeted search. To see these results click View Result.
3. To access your screen in the future, select "Name and Save this Screen" and click Save. You can access saved screens by clicking on the My Saved Screens tab (3rd tab in screening).

SOME OTHER INTERESTING FUNCTIONALITY

Public Information Books	Go to any profile and click on the Generate Reports link at the bottom of the left navigation area. Choose one of our predefined formats or easily design your own custom reports and templates.
Advanced Charting	Graph stock price/volume information and operating metrics for multiple companies over various time periods. Advanced Charting can be found in two areas: 1) left navigation area of every public company profile page, or 2) Analytics and Targeting tab.
Annotated Stock Chart	Available in the left navigation area of every public company profile page, the Annotated Stock Chart allows you to correlate stock movement with news. You can also include additional items such as Daily Deal Articles, Key Developments, Splits and Stock Dividends, SEC Filings, and Transactions.
Transaction Screening	This allows you to easily screen for relevant M&A, growth financing, PIPE transactions as well as new issues (debt and equity), warrants/rights/options offerings, and various other shelf registrations.
Idea Generation Screens	This is great for people who are interviewing or interested in working for an investment management firm. Pre-defined screens enable you to identify distressed/potentially distressed situations, arbitrage/special opportunities and more. You can mouse over the links for a description and click into any of them to view or modify results.
Quick Comps	Quick Comps is embedded within every public company profile. Quick Comps are predefined analysis based on SEC filings as well as our own research.
Building Comps	Build a comparable company analysis in mere minutes. Simply go to the Analytics and Targeting tab, choose Create Comp Set by Entering Tickers, name your comp set, enter tickers, and run your analysis.
SEC Filings	SEC filings are available within each public company profile. You can also access SEC filings by clicking on the SEC Filings link in the Company Intelligence tab, where you can search all filings by company name, ticker symbol, keyword, industry, or sector. This search can be further filtered based on filing type and/or date range.
Quick Screens	Quick Screens, found in the Company Intelligence tab, provide quick access to some popular screens. Some of the options are: 1) Search Sponsors by Location, 2) Search Professionals Biographies, 3) PIPE Transactions, 4) Public Companies with Sponsor Backing, and 5) Billion Dollar Fund List, and more.
Relationship Paths (Similar to "Six Degrees of Separation")	Relationship Paths leverages Capital IQ's data on board memberships, current and prior employment, and personal relationships to display "degrees of separation" between two professionals or companies, or from you to another company or person. You can find this by mousing over the Company Intelligence tab and clicking on Relationship Paths. Please note that you and others would have to add relationships and activity logs into Capital IQ in order to optimally use this functionality.

If you have any questions on how to use Capital IQ, please email us at:

Clientsupport@capitaliq.com

Our support staff is very responsive and will answer your questions in a timely manner.