

From: Richard O'Donnell <rodonnell@koffassociates.com>

Date: Thursday, June 27, 2019 at 4:44 PM

To: Tony Constantouros <TConstantouros@kppcsd.org>

Subject: RE: Recruiting | Follow Up

Hi Tony,

Here is a link to a proposal I have customized to the information you have requested: <https://indd.adobe.com/view/ef331528-1982-4495-b6b1-efefedc7a584>. You can download and print from this link. This will elaborate on the four questions below, but to summarize, I have answered your questions inline:

1. Who in the firm would handle each recruitment?

We have a team of recruiters that expands and contracts depending on the demands of the role. In the proposal, I have included the five members of our team I envision spending time on these recruitments, and the amount of time I am predicting.

2. What is the experience of the assigned individual with public recruiting and recruiting the specific positions?

The experience of each member of the team assigned to this recruitment is described in the proposal, but is quite extensive. Three members have been involved in recruiting for the Public Sector for decades each.

3. What would be the general recruitment plan (advertising, publications, websites, professional associations, etc.) for each of the positions?

General plan included in the proposal.

4. What is your projected timeframe from start to finish, identifying the specific schedule for main activities?

With an open-window of application of 30-days, which is our standard, we anticipate 3.5 to 4 months for completion of the District Clerk of the Board and Director of Finance and Business Manager recruitments. For the Office Assistant, we recommend interviewing on an “as come” basis. We anticipate this recruitment taking between 2-4 weeks.

Please let me know if you have additional questions. You can reach me directly at 510-679-3983.

Best,

Richard O’Donnell
Recruitment Manager



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