



## BINDER, ELSTER, MENDELSON & WHEELER, INC.

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MEMO TO: U.S. Nuclear Regulatory Commission  
Management Development and Training

DATE: February 24, 1982

SUBJECT: Report on the Selection of Regional Career Counselors

### Selection Procedures:

Binder, Elster, Mendelson and Wheeler, Inc., in consultation with MDTs, developed competitive selection procedures for evaluating career counselor applicants in the five Regions. A weighted criteria sheet with assigned points was used in interviewing each candidate. These sheets with scoring have been appended to this report. (see appendix I) A list of questions to be used in all the interviews was developed to insure uniformity in covering all important areas with applicants and to give an objective basis to the interview. (see appendix II)

The interviews were scheduled by the regional personnel. Upon reaching the region, Virginia Wheeler or Irene Mendelson, representing BEMW, INC., conferred with personnel on interviewing techniques, criteria, and selection procedure. They thoroughly discussed what would be required of the region in setting up such a program and supplied NRC with a list of these needs. (see appendix III) BEMW, INC. established a cordial relationship with NRC personnel to facilitate ongoing liaison for the counseling program.

Of the 163 applications received (three were from the NRC Office of Small and Disadvantaged Business Utilization, all three of whom were interviewed and one of whom was selected) 21 candidates were interviewed. Our report to NRC on the completion of recruitment and recommendation of candidates with the resumes of all the recommended candidates is included as Appendix IV.

### Region I - Philadelphia

Interviewers: Dave Martin, Personnel Director; Virginia Wheeler, BEMW  
Candidates: Five were selected for interviews, but only four were able to come. They were Ruth E. Skole, Mimi Silberstein, Stephen Davis and Damona Sain.

Of these four, two were eliminated as either having insufficient adult career counseling experience or ineffectiveness in self-presentation. Two of the candidates were considered competent for the position. The clearly outstanding candidate in both interviewers' judgement was Damona Sain. She has

a total of 13 years of counseling experience with 5 years of specialized adult career counseling. Her graduate degree in counseling psychology strengthens her skills. Her experience in conducting individual and group seminars in career development at three community colleges is excellent and directly related to the NRC counseling needs. Having grown up in Delaware Valley and practicing there professionally, she is thoroughly familiar with the area and its resources.

Articulate, confident and highly professional in the opinion of both interviewers, she was the outstanding candidate.

#### Region II- Atlanta

Interviewers: Lucy Millines, training assistant and Irene Mendelson, BEMW  
Candidates: Five candidates were interviewed. They were Andrew Cox, Eleanor Fountain, Everett Gill, Christine Free and Richard Nawyn.

Of the five candidates, all except Everett Gill would have been acceptable with regard to their manner of relating to people, educational level and experience in career counseling of adults. However, in all other areas of the criteria rating, (see attached rating sheets) Richard Nawyn was clearly a superior candidate. He currently devotes 50% of his working time to individual career counseling of federal employees at the Department of Labor in much the same setup as the NRC program. He is familiar with the local employment market through the development of RIF workshop materials for DOL and has just produced his own workbook on the SF171. His rate is \$40 per hour. We feel this is reasonable given the general rates for career counseling in Atlanta and his excellent experience and credentials.

#### Region III- Chicago

Interviewers: Marcia Smith, NRC Employee Development and Training and FWP and Virginia Wheeler, BEMW  
Candidates: Kathleen Kruger, Virginia Coplan, Michael Lawson, Paul Ribman and Dolores Linhart

Although all five candidates interviewed were considered qualified for the position, the two strongest were judged to be Dolores Linhart and Paul Reibman. Dolores Linhart was selected because of her extensive background in adult career counseling in the community college setting and her directly relevant government experience as Regional Career Counselor with the Department of Labor. Her professional experience and qualifications are ideally suited to the NRC regional counselor position. She requested a \$40 per hour fee which we judged to be fair remuneration, given her credentials and the going wage scale in the Chicago area for professional career counselors.

#### Region IV- Dallas

Interviewers: Anna May Haycraft, Branch Chief for Operations Support, Jim Galliardo, Director of Personnel and Irene Mendelson, BEMW  
Candidate: Mildred Bunch Jurgens

Dallas had a paucity of qualified applicants for this position, compared to the other four regions. There was either insufficient relevant experience, lack of a relevant degree in the field or inaccessibility to the regional office. Fortunately, however, the one qualified candidate has superior qualifications. Ms. Jurgens currently is in private practice of career counseling, works as a consultant to the Department of Labor as a career counselor, has in-depth experience in dealing with EEO concerns, and has a relevant degree in counseling and psychology. The fee she requested was \$40 per hour, which we judged to be reasonable given her experience, qualifications and the going rate of counseling in the area.

Region V- San Francisco

Interviewers: Nancy Houston, Budget Assistant NRC and Virginia Wheeler, BEMW  
Candidates: Seven were selected, six were interviewed. They were Holly Shepard, Patricia Russ, Suzanne Rubel, Shelley Patterson, Cynthia Kessler, and Jean Wofford.

All six candidates were considered acceptable. However, three had particularly strong qualifications. After extensive considerations and some additional reference follow-up, both interviewers determined that Patricia Russ would be a superior career counselor for the NRC program. She offers a broadly-based and diverse career counseling experience with adults, both in a community college setting and on a contract basis with federal employees. She is innovative and resourceful in utilizing community resources to meet client needs. She is articulate, professional, possesses excellent interpersonal skills and inspires confidence. Both interviewers judged that she would be the most effective career counselor for the regional position. She requested \$40 per hour, a fee we consider fair, commensurate with her qualifications and experience.

APPENDICES I-IV

Appendix I

CRITERIA FOR INTERVIEWING AND SELECTION OF CANDIDATES FOR NRC REGIONAL CAREER  
COUNSELOR POSITION

<u>Criteria</u>	<u>Weighting</u>
1. Career counseling experience with adults	30 pts.
2. Familiarity with area/community re educational/training opportunities, job market, career counseling resources	15
3. Experience in administration & interpretation of SCII	10
4. Degree in field	10
5. Presentation "Manner" - articulateness - ease in establishing relationship with a variety of people, confidence, directness, listens	15
6. Experience in preparation of resumes, 171's and cover letters	10
7. Experience with federal government	<u>10</u>
	100 pts.

Overriding Considerations

1. Salary Requirement Broad range \$25 to \$35/hr.
2. How does this responsibility fit in with other time and work commitments? i.e. Will the NRC counseling be short-changed in any way because of demands of other on-going commitments?
3. Time frame for completion of contract. No less than 2 months and no more than 1 year.

COMMENTS

CRITERIA FOR INTERVIEWING AND SELECTION OF CANDIDATES FOR NRC REGIONAL CAREER  
COUNSELOR POSITION

<u>Criteria</u>	<u>Weighting</u>	
1. Career counseling experience with adults	30 pts.	30
2. Familiarity with area/community re educational/training opportunities, job market, career counseling resources	15	15
3. <i>from up in Delaware Valley - lived here all her life</i> Experience in administration & interpretation of SCII	10	10
4. Degree in field	10	10
5. Presentation "Manner" - <u>articulateness</u> - ease in establishing relationship with a variety of people, <u>confidence</u> , <u>directness</u> , <u>listens</u>	15	15
6. Experience in preparation of resumes, <i>171's</i> <sup>NO</sup> and cover letters	10	5
7. Experience with federal government <i>NO</i>	10	0
	100 pts.	85

Overriding Considerations

- Salary Requirement Broad range \$25 to \$35/hr. *Will get back to us re salary middle of next week.*
- How does this responsibility fit in with other time and work commitments? i.e. Will the NRC counseling be short-changed in any way because of demands of other on-going commitments? *Working full time at Phila. Community college but a great deal of evening work.*
- Time frame for completion of contract. No less than 2 months and no more than 1 year.

COMMENTS

*Now working at Phila. Community College full time - a lot of evening work possible time.*

*Sensitive, articulate, easy, depth as a person &  
Has worked with 3 community colleges - each has a different focus.*

→ *Poise, naturalness, professionalism*

*Access to career resources thru the community college*

*Would not be intimidated by someone with a Ph.D. in nuclear physics. Her degree in counseling psychology beneficial - an added plus.*

*Keith Skole - Phila*

CRITERIA FOR INTERVIEWING AND SELECTION OF CANDIDATES FOR NRC REGIONAL CAREER  
COUNSELOR POSITION

<u>Criteria</u>	<u>Weighting</u>	
1. Career counseling experience with adults	30 pts.	<i>20</i>
2. Familiarity with area/community re educational/training opportunities, job market, career counseling resources	15	<i>10</i>
3. Experience in administration & interpretation of SCII	10	<i>10</i>
4. Degree in field	10	<i>10</i>
5. Presentation "Manner" - articulateness - ease in establishing relationship with a variety of people, confidence, directness, listens	15	<i>10</i>
6. Experience in preparation of resumes, 171's and cover letters	10	<i>5</i>
7. Experience with federal government	<u>10</u>	<i>10</i>
	100 pts.	<u><i>75</i></u>

Overriding Considerations

1. Salary Requirement Broad range \$25 to \$35/hr. *asking \$15/hr.*
2. How does this responsibility fit in with other time and work commitments? i.e. Will the NRC counseling be short-changed in any way because of demands of other on-going commitments?
3. Time frame for completion of contract. No less than 2 months and no more than 1 year.

COMMENTS

*Currently working for Gladwin State Teachers College 30 hrs./wk.  
Shares the position with another person. Has total flexibility.  
Longly 4 yrs. experience with adult career counseling. Articulate,  
good responses. Knows what she is doing. A bit nervous.  
Good overall qualifications. Believe she could competently  
handle the job. Does not have the depth or breadth of*

*Stephen Davis Phila*

NO

CRITERIA FOR INTERVIEWING AND SELECTION OF CANDIDATES FOR NRC REGIONAL CAREER  
COUNSELOR POSITION

<u>Criteria</u>	<u>Weighting</u>
1. Career counseling experience with adults	30 pts. <i>25</i>
2. Familiarity with area/community re educational/training opportunities, job market, career counseling resources	15 <i>15</i>
3. Experience in administration & interpretation of SCII	10 <i>10</i>
4. Degree in field	10 <i>10</i>
5. Presentation "Manner" - articulateness - ease in establishing relationship with a variety of people, confidence, directness, listens	15 <i>0</i>
6. Experience in preparation of resumes, ltr's and cover letters	10 <i>5</i>
7. Experience with federal government	<u>10</u> <u><i>0</i></u>
	100 pts. <i>65</i>

Overriding Considerations

1. Salary Requirement Broad range \$25 to \$35/hr. *\$15/hr.*
2. How does this responsibility fit in with other time and work commitments? i.e. Will the NRC counseling be short-changed in any way because of demands of other on-going commitments?
3. Time frame for completion of contract. No less than 2 months and no more than 1 year.

COMMENTS

*Neither Dave Martin nor I believed Mr. Davis could fulfill the responsibilities of the position effectively. Both his background and experience in the field is excellent on paper, we found him to be much too tentative and lacking in confidence in the interview.*

Minnie Silvestre *120*

No  
5

CRITERIA FOR INTERVIEWING AND SELECTION OF CANDIDATES FOR NRC REGIONAL CAREER  
COUNSELOR POSITION

<u>Criteria</u>	<u>Weighting</u>	
1. Career counseling experience with adults	30 pts.	<i>10</i>
2. Familiarity with area/community re educational/training opportunities, job market, career counseling resources	15	<i>10</i>
3. Experience in administration & interpretation of SCII	10	<i>10</i>
4. Degree in field	10	<i>10</i>
5. Presentation "Manner" - articulateness - ease in establishing relationship with a variety of people, confidence, directness, listens	15	<i>10</i>
6. Experience in preparation of resumes, 171's and cover letters	10	<i>10</i>
7. Experience with federal government	<u>10</u>	<u><i>0</i></u>
	100 pts.	<i>60</i>

Overriding Considerations

1. Salary Requirement Broad range \$25 to \$35/hr. *25 to 35 /hr.*
2. How does this responsibility fit in with other time and work commitments? i.e. Will the NRC counseling be short-changed in any way because of demands of other on-going commitments?
3. Time frame for completion of contract. No less than 2 months and no more than 1 year.

COMMENTS

*Candidate's experience was much too broad for our purposes. Really quite limited experience dealing with adult career counseling - particularly in comparison with other candidates.*

*Richard Raym*  
*Atlanta*

CRITERIA FOR INTERVIEWING AND SELECTION OF CANDIDATES FOR NRC REGIONAL CAREER  
COUNSELOR POSITION

<u>Criteria</u>	<u>Weighting</u>
1. Career counseling experience with adults	30 pts. 30
2. Familiarity with area/community re educational/training opportunities, job market, career counseling resources	15 15
3. Experience in administration & interpretation of SCII	10 8
4. Degree in field	10 10
5. Presentation "Manner" - articulateness - ease in establishing relationship with a variety of people, confidence, directness, listens	15 15
6. Experience in preparation of resumes, 171's and cover letters	10 10
7. Experience with federal government	10 10
	100 pts. 98

Overriding Considerations

1. Salary Requirement Broad range \$25 to \$35/hr. ~~40~~
2. How does this responsibility fit in with other time and work commitments? i.e. Will the NRC counseling be short-changed in any way because of demands of other on-going commitments? ?
3. Time frame for completion of contract. No less than 2 months and no more than 1 year.

COMMENTS

*Excellent presentation.*  
*Does ongoing individual counseling with federal employees, is aware of their concerns*  
*Has in depth experience in all the above areas.*  
*Has written pamphlet for dept of labor on SF 171*

Eleanor Fountain  
Atlanta

CRITERIA FOR INTERVIEWING AND SELECTION OF CANDIDATES FOR NRC REGIONAL CAREER  
COUNSELOR POSITION

<u>Criteria</u>	<u>Weighting</u>
1. Career counseling experience with adults <i>mainly group</i>	30 pts. <i>20</i>
2. Familiarity with area/community re educational/training opportunities, job market, career counseling resources	15 <i>15</i>
3. Experience in administration & interpretation of SCII	10 <i>8</i>
4. Degree in field	10 <i>10</i>
5. Presentation "Manner" - articulateness - ease in establishing relationship with a variety of people, confidence, directness, listens	15 <i>15</i>
6. Experience in preparation of resumes, ltr's and cover letters	10 <i>10</i>
7. Experience with federal government	<u>10</u> <i>10</i>
	100 pts. <i>88</i>

Overriding Considerations

1. Salary Requirement Broad range \$25 to \$35/hr. *\$ 35*
2. How does this responsibility fit in with other time and work commitments? i.e. Will the NRC counseling be short-changed in any way because of demands of other on-going commitments? *NO*  
*OK*
3. Time frame for completion of contract. No less than 2 months and no more than 1 year. *✓*

COMMENTS

- ① Works mainly with groups - Counseling like BEMC*  
*② EEO in depth knowledge*

Christine Free  
H. L. L.

CRITERIA FOR INTERVIEWING AND SELECTION OF CANDIDATES FOR NRC REGIONAL CAREER  
COUNSELOR POSITION

<u>Criteria</u>	<u>Weighting</u>
1. Career counseling experience with adults (eg mostly <sup>mostly</sup> <del>only</del> <sup>1 time</sup> <del>shots</del> )	30 pts. 25
2. Familiarity with area/community re educational/training opportunities, job market, career counseling resources	15 15
3. Experience in administration & interpretation of SCII	10 3
4. Degree in field	10 10
5. Presentation "Manner" - articulateness - ease in establishing relationship with a variety of people, confidence, directness, listens	15 15
6. Experience in preparation of resumes, 171's and cover letters	10 5
7. Experience with federal government	10 3
	100 pts. 76

Overriding Considerations

1. Salary Requirement Broad range \$25 to \$35/hr. 25.
2. How does this responsibility fit in with other time and work commitments? i.e. Will the NRC counseling be short-changed in any way because of demands of other on-going commitments? OK
3. Time frame for completion of contract. No less than 2 months and no more than 1 year. OK

COMMENTS

1. Counseling limited to ERIS - on mainly one time basis. Rest of experience in academia + theory - Has set up programs + workshops
2. Strengths - relating, listening  
weak - impatient - (one time shots)
3. SCII limited to study and 2-3 intup
4. No 171's -

Very impressive intellectually. Relates very well.  
Would be able to learn what she doesn't know very quickly.

Andrew Cox  
Atlanta

CRITERIA FOR INTERVIEWING AND SELECTION OF CANDIDATES FOR NRC REGIONAL CAREER  
COUNSELOR POSITION

<u>Criteria</u>	<u>Weighting</u>	
1. Career counseling experience with adults	30 pts.	30
2. Familiarity with area/community re educational/training opportunities, job market, career counseling resources	15	10
3. Experience in administration & interpretation of SCII	10	10
4. Degree in field	10	10
5. Presentation "Manner" - articulateness - ease in establishing relationship with a variety of people, confidence, directness, listens	15	15
6. Experience in preparation of resumes, 171's and cover letters	10	5
7. Experience with federal government	<u>10</u>	<u>5</u>
	100 pts.	85

Overriding Considerations

1. Salary Requirement Broad range \$25 to \$35/hr.
2. How does this responsibility fit in with other time and work commitments? i.e. Will the NRC counseling be short-changed in any way because of demands of other on-going commitments?
3. Time frame for completion of contract. No less than 2 months and no more than 1 year.

COMMENTS

\$40  
cannot make training - 3rd week  
at Skindun til Sun w. Peatue - clin Hypnosis -  
lack of knowledge of Fed process - could learn  
very professional

Everett Hill  
Atlanta

CRITERIA FOR INTERVIEWING AND SELECTION OF CANDIDATES FOR NRC REGIONAL CAREER  
COUNSELOR POSITION

<u>Criteria</u>	<u>Weighting</u>
1. Career counseling experience with adults	30 pts. 10
2. Familiarity with area/community re educational/training opportunities, job market, career counseling resources	15 2
3. Experience in administration & interpretation of SCII	10 0
4. Degree in field	10 10
5. Presentation "Manner" - articulateness - ease in establishing relationship with a variety of people, confidence, directness, listens	15 15
6. Experience in preparation of resumes, 171's and cover letters	10 8
7. Experience with federal government	10 10
	100 pts. 55

Overriding Considerations

1. Salary Requirement Broad range \$25 to \$35/hr. 8 55
2. How does this responsibility fit in with other time and work commitments? i.e. Will the NRC counseling be short-changed in any way because of demands of other on-going commitments?
3. Time frame for completion of contract. No less than 2 months and no more than 1 year.

COMMENTS

1. Logistics - needs F-Temp this would mean giving up current job
2. no SCII at all  
resumes 171 limited to self
3. no knowledge of resources + no access
4. experience limited to pastoral counseling in the 60's

*Dolores A. Lenhart Chicago*

CRITERIA FOR INTERVIEWING AND SELECTION OF CANDIDATES FOR NRC REGIONAL CAREER  
COUNSELOR POSITION

<u>Criteria</u>	<u>Weighting</u>	
1. Career counseling experience with adults	30 pts.	30
2. Familiarity with area/community re educational/training opportunities, job market, career counseling resources	15	15
3. Experience in administration & interpretation of SCII	10	10
4. Degree in field	10	10
5. Presentation "Manner" - articulateness - ease in establishing relationship with a variety of people, confidence, directness, listens	15	(15)
6. Experience in preparation of resumes, 171's and cover letters	10	10
7. Experience with federal government	10	10
	100 pts.	100

Overriding Considerations

1. Salary Requirement Broad range \$25 to \$35/hr. <sup>\$40.00</sup>
2. How does this responsibility fit in with other time and work commitments? i.e. Will the NRC counseling be short-changed in any way because of demands of other on-going commitments?
3. Time frame for completion of contract. No less than 2 months and no more than 1 year.

COMMENTS

*Candidate was interviewed by NRC designate, Marcia Smith on 2/18/82. Her experience and credentials are ideally suited for the position and after confirming her competence in the interview, Marcia with my concurrence, made the determination that she was the most qualified applicant.*

*as judge by NRC designate Marcia Smith*

Virginia Copland  
Chicago

CRITERIA FOR INTERVIEWING AND SELECTION OF CANDIDATES FOR NRC REGIONAL CAREER  
COUNSELOR POSITION

<u>Criteria</u>	<u>Weighting</u>	
1. Career counseling experience with adults <i>light on men and career changes</i>	30 pts.	20
2. Familiarity with area/community re educational/training opportunities, job market, career counseling resources	15	18 10
3. Experience in administration & interpretation of SCII	10	10
4. Degree in field	10	10
5. Presentation "Manner" - articulateness - ease in establishing relationship with a variety of people, confidence, directness, listens	15	15
6. Experience in preparation of resumes, <u>171's</u> and cover letters	10	10
7. Experience with federal government	10	10 5
	100 pts.	80 pts.

Overriding Considerations

1. Salary Requirement Broad range \$25 to \$35/hr. *\$30/hr.*
2. How does this responsibility fit in with other time and work commitments? i.e. Will the NRC counseling be short-changed in any way because of demands of other on-going commitments? *fine*
3. Time frame for completion of contract. No less than 2 months and no more than 1 year.

COMMENTS

Experience at Lake Forest College was largely with traditional college age students - small college 1000. Some alumni, some older students returning for undergraduate degrees. Strikes me as a very thorough conscientious person. Not much business / gov't / industry or adult men experience. Good counselling skills. Good workshop experience. Not as familiar as she might be with local educational / training resources which would be helpful for employees here. Good solid person. Good solid approach. Overall B rating. Hesitant, competent.

Paul Rubman  
Chicago

CRITERIA FOR INTERVIEWING AND SELECTION OF CANDIDATES FOR NRC REGIONAL CAREER  
COUNSELOR POSITION

<u>Criteria</u>	<u>Weighting</u>	
1. Career counseling experience with adults	30 pts.	30
2. Familiarity with area/community re educational/training opportunities, job market, career counseling resources	15	15
3. Experience in administration & interpretation of SCII	10	10
4. Degree in field	10	10
5. Presentation "Manner" - articulateness - ease in establishing relationship with a variety of people, confidence, directness, listens	15	10
6. Experience in preparation of resumes, 171's and cover letters	10	5
7. Experience with federal government	10	—
	100 pts.	80

Overriding Considerations

1. Salary Requirement Broad range \$25 to \$35/hr. *Wants \$30/hr.*
2. How does this responsibility fit in with other time and work commitments? i.e. Will the NRC counseling be short-changed in any way because of demands of other on-going commitments?
3. Time frame for completion of contract. No less than 2 months and no more than 1 year.

COMMENTS

*Well qualified. Strong adult career counseling experience. Low key. Feel he would do a competent job. A bit of a name dropper. Initially put both interviews off with his manner/attitude. Limited experience with govt. employees.*

Michael Jamson  
Chicago

CRITERIA FOR INTERVIEWING AND SELECTION OF CANDIDATES FOR NRC REGIONAL CAREER  
COUNSELOR POSITION

<u>Criteria</u>	<u>Weighting</u>	
1. Career counseling experience with adults	30 pts.	30
2. Familiarity with area/community re educational/training opportunities, job market, career counseling resources	15	10
3. Experience in administration & interpretation of SCII	10	—
4. Degree in field	10	—
5. Presentation "Manner" - articulateness - ease in establishing relationship with a variety of people, confidence, directness, listens	15	5
6. Experience in preparation of resumes, 171's and cover letters	10	5
7. Experience with federal government	10	—
	100 pts.	50

Overriding Considerations

1. Salary Requirement Broad range \$25 to \$35/hr. \$40 - bottom price
2. How does this responsibility fit in with other time and work commitments? i.e. Will the NRC counseling be short-changed in any way because of demands of other on-going commitments?
3. Time frame for completion of contract. No less than 2 months and no more than 1 year.

COMMENTS

Overpromising. More intent in putting out than in receiving. Probably excellent in a group setting, question on a one to one basis. No background or experience with the SCII. Does not have a M.A. in the field. Not necessarily a problem but am not at all sure he would limit his counseling to career/life planning. Intro greatest psychology. Domesticity.

Kathleen Kruger  
Chicago

CRITERIA FOR INTERVIEWING AND SELECTION OF CANDIDATES FOR NRC REGIONAL CAREER  
COUNSELOR POSITION

<u>Criteria</u>	<u>Weighting</u>	
1. Career counseling experience with adults	30 pts.	15
2. Familiarity with area/community re educational/training opportunities, job market, career counseling resources	15	15
3. Experience in administration & interpretation of SCII	10	10
4. Degree in field	10	10
5. Presentation "Manner" - articulateness - ease in establishing relationship with a variety of people, confidence, directness, listens	15	5
6. Experience in preparation of resumes, 171's and cover letters	10	7
7. Experience with federal government	10	10
	100 pts.	65

Overriding Considerations

1. Salary Requirement Broad range \$25 to \$35/hr. *\$20/hr.*
2. How does this responsibility fit in with other time and work commitments? i.e. Will the NRC counseling be short-changed in any way because of demands of other on-going commitments?
3. Time frame for completion of contract. No less than 2 months and no more than 1 year.

COMMENTS

*I list two pros. Not outgoing enough. Experience more limited than I'd like to see for this program. Intelligent & conscientious, but... experience has emphasized testing and work with veterans. Not strong when compared with other candidates.*

Mildred Jurgens  
Dallas

CRITERIA FOR INTERVIEWING AND SELECTION OF CANDIDATES FOR NRC REGIONAL CAREER  
COUNSELOR POSITION

<u>Criteria</u>	<u>Weighting</u>	
1. Career counseling experience with adults	30 pts.	30
2. Familiarity with area/community re educational/training opportunities, job market, career counseling resources	15	12
3. Experience in administration & interpretation of SCII	10	✓ 10
4. Degree in field	10	10
5. Presentation "Manner" - articulateness - ease in establishing relationship with a variety of people, confidence, directness, listens	15	15
6. Experience in preparation of resumes, 171's and cover letters	10	5
7. Experience with federal government	10	10
	100 pts.	90

Overriding Considerations

1. Salary Requirement Broad range \$25 to \$35/hr.
2. How does this responsibility fit in with other time and work commitments? i.e. Will the NRC counseling be short-changed in any way because of demands of other on-going commitments?
3. Time frame for completion of contract. No less than 2 months and no more than 1 year.

COMMENTS

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Patricia Russ  
SF

CRITERIA FOR INTERVIEWING AND SELECTION OF CANDIDATES FOR NRC REGIONAL CAREER  
COUNSELOR POSITION

<u>Criteria</u>	<u>Weighting</u>	
1. Career counseling experience with adults	30 pts.	30
2. Familiarity with area/community re educational/training opportunities, job market, career counseling resources	15	15
3. Experience in administration & interpretation of SCII	10	10
4. Degree in field	10	10
5. Presentation "Manner" - articulateness - ease in establishing relationship with a variety of people, confidence, directness, listens	15	15
6. Experience in preparation of resumes, 171's and cover letters	10	10
7. Experience with federal government	10	10
	100 pts.	100 pts.

Overriding Considerations

1. Salary Requirement Broad range \$25 to \$35/hr. *Will call. Charges \$40/hr. for shirts she was on apt. basis now.*
2. How does this responsibility fit in with other time and work commitments? i.e. Will the NRC counseling be short-changed in any way because of demands of other on-going commitments?
3. Time frame for completion of contract. No less than 2 months and no more than 1 year.

COMMENTS

*Broadly based & diverse career counseling experience with adults. Highly qualified innovative and successful in searching out assessment instruments & community resources. Excellent interpersonal skills. Highly articulate. Very professional. Attractive, confident. Experience with govt employees and the 171. Did career planning workshops with the Hard Supply Center.*

Shelley Tallon  
SF

CRITERIA FOR INTERVIEWING AND SELECTION OF CANDIDATES FOR NRC REGIONAL CAREER  
COUNSELOR POSITION

<u>Criteria</u>	<u>Weighting</u>	
1. Career counseling experience with adults	30 pts.	30
2. Familiarity with area/community re educational/training opportunities, job market, career counseling resources	15	15
3. Experience in administration & interpretation of SCII	10	10
4. Degree in field	10	10
5. Presentation "Manner" - articulateness - ease in establishing relationship with a variety of people, confidence, directness, listens	15	15
6. Experience in preparation of resumes, 171's and cover letters	10	10
7. Experience with federal government	10	10
	100 pts.	100 pts.
		95 pts.

Overriding Considerations

1. Salary Requirement Broad range \$25 to \$35/hr.  $\frac{9}{2}$  / hr.
2. How does this responsibility fit in with other time and work commitments? i.e. Will the NRC counseling be short-changed in any way because of demands of other on-going commitments? *No problem*
3. Time frame for completion of contract. No less than 2 months and no more than 1 year.

COMMENTS

9/80 - 8/81 Conducted adult career planning workshops, seminars, individual sessions (3) as a part of the Continuing Education Office at the U. of Washington.

Perceptive, intelligent, knowledgeable, well qualified. Confident & poised. Students highly well. Serious. Has had experience with government employees EPA. Excellent substantive experience. Was the SCII interviewee, the Myers Briggs, the Employment Interview and the Edwards Preference.

Her occupational therapy work prior to her involvement in the doctoral program was vocational & work related as opposed to mental. She worked in a mental health setting.

*Cynthia Keeler*  
*SF*

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1. Career counseling experience with adults	30 pts.	30
2. Familiarity with area/community re educational/training opportunities, job market, career counseling resources	15	15
3. Experience in administration & interpretation of SCII	10	10
4. Degree in field	10	10
5. Presentation "Manner" - articulateness - ease in establishing relationship with a variety of people, confidence, directness, listens	15	15
6. Experience in preparation of resumes, 171's and cover letters	10	5
7. Experience with federal government	10	5
	100 pts.	90

Overriding Considerations

1. Salary Requirement Broad range \$25 to \$35/hr. *\$30.00*
2. How does this responsibility fit in with other time and work commitments? i.e. Will the NRC counseling be short-changed in any way because of demands of other on-going commitments?
3. Time frame for completion of contract. No less than 2 months and no more than 1 year.

COMMENTS

*40.00*

- #1. 38.00 Russ *\$35.00*  
#2. 30.00 Keeler *\$30.00*  
#3. 25.00 Patterson *\$25.00*

*A creative, innovative warm, empathetic person. Comes from a background of vocational rehab counseling. Has had her own practice about 6 months. In both individual & group work has seen about 120 people in that time frame.*

*A very qualified unique sort of person. Works with process as much as content & techniques - more. Her support group spends 1 1/2 hrs. in process & 1/2 hr. in techniques. A very UN-NRC type. Would be very comfortable offering*

Jean Wofford  
SF

CRITERIA FOR INTERVIEWING AND SELECTION OF CANDIDATES FOR NRC REGIONAL CAREER  
COUNSELOR POSITION

<u>Criteria</u>	<u>Weighting</u>	
1. Career counseling experience with adults	30 pts.	20
2. Familiarity with area/community re educational/training opportunities, job market, career counseling resources	15	10
3. Experience in administration & interpretation of SCII	10	10
4. Degree in field	10	10
5. Presentation "Manner" - articulateness - ease in establishing relationship with a variety of people, confidence, directness, listens	15	15
6. Experience in preparation of resumes, 171's and cover letters	10	10
7. Experience with federal government	10	10
	100 pts.	85

Overriding Considerations

1. Salary Requirement Broad range \$25 to \$35/hr. *\$25/hr ? possibly \$35/hr.*
2. How does this responsibility fit in with other time and work commitments? i.e. Will the NRC counseling be short-changed in any way because of demands of other on-going commitments?
3. Time frame for completion of contract. No less than 2 months and no more than 1 year.

COMMENTS

A superb person with a broad range of life experience and counseling skills. Currently executive director for the <sup>West</sup> Institute of Human Services. Has been involved in program development, contract negotiation, proposal writing, management & administration than in career counseling per se. Basically her career counseling has been done informally as it relates to course selection for graduate students or working with families of children centered programs re employment needs. A marvelous role model, but her experience is not as directly related to these career counseling needs as I might like.

*Suzanne Kuhl*

CRITERIA FOR INTERVIEWING AND SELECTION OF CANDIDATES FOR NRC REGIONAL CAREER  
COUNSELOR POSITION

<u>Criteria</u>	<u>Weighting</u>	
1. Career counseling experience with adults	30 pts.	25
2. Familiarity with area/community re educational/training opportunities, job market, career counseling resources	15	15
3. Experience in administration & interpretation of SCII	10	10
4. Degree in field	10	10
5. Presentation "Manner" - articulateness - ease in establishing relationship with a variety of people, confidence, directness, listens	15	15
6. Experience in preparation of resumes, 171's and cover letters	10	—
7. Experience with federal government	10	—
	100 pts.	75

Overriding Considerations

1. Salary Requirement Broad range \$25 to \$35/hr.
2. How does this responsibility fit in with other time and work commitments? i.e. Will the NRC counseling be short-changed in any way because of demands of other on-going commitments?
3. Time frame for completion of contract. No less than 2 months and no more than 1 year.

COMMENTS

*Did not consider in final selection as she is committed full time until Sept. Otherwise well qualified.*

*Holly Shogard*  
*SC*

CRITERIA FOR INTERVIEWING AND SELECTION OF CANDIDATES FOR NRC REGIONAL CAREER  
COUNSELOR POSITION

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2. Familiarity with area/community re educational/training opportunities, job market, career counseling resources	15	<i>15</i>
3. Experience in administration & interpretation of SCII	10	<i>10</i>
4. Degree in field	10	<i>10</i>
5. Presentation "Manner" - articulateness - ease in establishing relationship with a variety of people, confidence, directness, listens	15	<i>10</i>
6. Experience in preparation of resumes, 171's and cover letters	10	—
7. Experience with federal government	10	—
	100 pts.	<i>65</i>

Overriding Considerations

1. Salary Requirement Broad range \$25 to \$35/hr. *\$30.00*
2. How does this responsibility fit in with other time and work commitments? i.e. Will the NRC counseling be short-changed in any way because of demands of other on-going commitments?
3. Time frame for completion of contract. No less than 2 months and no more than 1 year.

COMMENTS

*young, attractive, articulate, good coordinating & administrative experience. Somewhat light on adult career counseling. Trained & worked with the adult volunteers in the high school program which was cut by Proposition 13. Worked with approx. 80 adults each year. A little nervous. Basically confident & poised. Appears much younger than she probably actually is.*

Appendix II

QUESTIONS TO BE USED IN INTERVIEWING CANDIDATES FOR THE NRC REGIONAL CAREER COUNSELOR POSITION

1. Is there any problem with logistics in coming to the NRC regional office?
2. Would you describe for us your experience in career counseling of adults?
3. What do you consider your strengths to be?
4. What are your weaknesses?
5. What kinds of clients do you find most difficult to work with?
6. What do you consider the job market to be in \_\_\_\_\_?
7. What is your opinion of the usefulness of the SCII? How would you interpret a very flat profile and how would you approach the client ?
8. Have you had any experience in counseling government employees? 171's?
9. How do you keep up with developments in the field?
10. What would your approach be to a very technical person in the agency who aspired to a management position as the primary means to advancement?
11. What access do you have to career resources and materials that you could utilize with NRC clients as appropriate?
12. What are you interested in as an hourly salary? (Be sure applicant understands that this is limited to the 100 counseling hours. Report writing, administration of program, notes on clients are over and above the counseling hours.
13. What questions do you have about the program?
14. Availability for training? Third week in March?

### APPENDIX III

#### RESPONSIBILITIES OF THE REGIONAL OFFICE FOR THE NRC CAREER COUNSELING PROGRAM

1. Facilities - provision of a pleasant well ventilated room on the NRC premises with a desk, two comfortable chairs and a telephone. It would be nice if the room had a window and if there were a bookcase or shelf for materials.
2. Provision for access to and from the building in order to conduct counseling, i.e. security clearance.
3. Send out flyer describing the program to all employees. Designate a contact person who will make up the list of prospective NRC clients.
4. Reproduction of additional materials on occasion.
5. Liaison with career counselor and/or Binder, Elster, Mendelson & Wheeler, Inc. should any problems arise.
6. Access to restroom facilities.