

Appendix IV

TO: Mr. Peter Goldman, Director
Mr. Richard Allen, Deputy Director
Management Development and Training Staff
Office of Administration

FROM: BINDER, ELSTER, MENDELSON AND WHEELER, INC.

DATE: December 11, 1981

SUBJECT: RECRUITMENT AND RECOMMENDATIONS OF CANDIDATES FOR FIVE REGIONAL NRC
CAREER COUNSELING POSITIONS

Recruitment

Applicants were recruited through the following means:

- a) Advertisement in the American Personnel and Guidance Association publication "Guidepost"
- b) Through advertisements in the major daily newspapers of each city.
- c) Through professional organizations in the field such as the American Society for Training and Development, the Catalyst National Network of Local Resource Centers and the National Career Development project (Richard Nelson Bolles' firm).
- d) Through the five 8(a) firms provided to us by the NRC Office of Small and Disadvantaged Business Utilization.
- e) Telephone contacts with universities and community colleges.

Procedure

Approximately 160 applications were received. These were carefully screened and 20 candidates were selected, five each from Philadelphia, Atlanta and San Francisco, four from Chicago and one from Dallas. (Note: The response from qualified candidates in the Dallas area was disappointingly low. Despite follow up contacts with the ASTD Chapter there, the Women's Center of Dallas Catalyst Network and a phone call to Mr. Bolles for possible recommendations, we were able to find only one good candidate. Fortunately she appears to be very well qualified and is definitely interested in the position.)

Each of the twenty candidates was contacted by telephone in order to determine:

- a) Whether they were still interested in the position. In some instances several months had elapsed since initial interest was expressed.
- b) Geographical proximity to city for commuting purposes.
- c) Whether in fact each candidate met all of the basic criteria as outlined in the position job description. In many instances the resumes submitted did not cover all the six criteria specified.

All twenty candidates being recommended by BEMW do fulfill the basic criteria with the exception of membership in a professional organization such as APGA or ASTD and holding of malpractice insurance. Each individual, however, stated that if selected for the position they would be more than willing to do both.

8(a) Firms Provided to Us by the NRC Office of Small and Disadvantaged Business Utilization

On November 23, BEMW received a memo from Mr. Allen requesting that we contact five 8(a) firms (one in each of the regions) to advise them of the career counselor position opportunity and invite them to apply.

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Regional NRC Career Counselor Positions

Due to the time constraint involved, all five firms were telephoned, followed up by letter with the detailed job description. All expressed interest in the position over the phone. As of this date, Dec. 11th, we have received the following responses from the firms contacted.

- a) Letter from Mr. Carl Smith, Owner and Manager of C.S. Smith Training, Inc. 12/2/81. Their area of expertise is in another field and they do not plan to apply for the position. (See attached letter)
- b) Telephone call from Mr. Michael Lawson of Lloyd Arthur & Associates, Chicago on 12/9/81. His firm is submitting an application for the position. They expect their credentials to reach us no later than Monday, December 14th.
- c) Telephone calls from two candidates recommended by Mr. Earl White of E.H. White, San Francisco, Dr. Jean Wofford and Patricia Russ. Both individuals seemed to be highly qualified and on the basis of a relatively brief telephone conversation, they were encouraged to forward their credentials to us as soon as possible.
- d) No response to date from either the Atlanta or Philadelphia firms.

All five firms were contacted both by telephone and letter. Unfortunately, we were unsuccessful in reaching Mr. White's organization until Dec. 7th as he was out of town attending a conference. The time deadline within which we were working for submission of recommendations was stressed with each firm, but as noted above, we have encouraged qualified applicants to forward their credentials in any case.

Comment

In our opinion, the twenty candidates we have selected for recommendation to you, are educationally and professionally well qualified to fill the position of NRC regional career counselor. This opinion, of course, is based on the written materials the candidates have submitted to us, their personal references and impressions gained during brief telephone calls. We believe it is essential now that each candidate be personally interviewed before a final selection is made. If you would like our assistance at any point in this process, we would be happy to be involved.

In the meantime we shall turn our thinking to the planning of the two days of training to take place in January.

V. Wheeler

JOB DESCRIPTION FOR REGIONAL CAREER COUNSELOR

The career counselor will provide career development counseling for employees of the regional office of a United States government agency. This counseling might typically include: self-assessment techniques, the administration and interpretation of the Strong Campbell Interest Inventory (SCII), decision-making skills, occupational information, resume writing and assistance in planning for upward mobility and/or further education and training.

Qualifications:

- o M.A. degree in counseling or related field
- o a minimum of two years of experience in counseling of adults with concentration on career and educational development
- o familiarity with current approaches in the field
- o familiarity with and access to career resources in the local area
- o experience in administration and interpretation of the SCII
- o membership in the American Personnel and Guidance Association (APGA) and eligibility for participation in the APGA malpractice insurance program

Additional Relevant Data:

The position is for part-time, temporary employment counseling individuals on a one-to-one basis for a maximum of four hours per client. There will be a guarantee of 25 clients. The hours will be determined by the mutual convenience of client and counselor and will be conducted in space provided by the agency. The client's confidentiality is assured and the reports submitted to the agency are used only for statistical and general informational reports to the agency. The counselor will also coordinate counseling activities with the contractor providing career counseling service to the federal agency headquarters personnel. Final selection of the regional career counselors will be made by the federal agency headquarters in Washington, D.C.

Training:

An intensive two day training session will be provided by Binder, Elster, Mendelson & Wheeler, Inc. at its Bethesda, Maryland offices. Transportation and expenses will be paid for counselors participating in the training sessions.

Instructional materials will be provided to enable the career counselor to implement the agency's Career Planning Program successfully and in an independent fashion.

The training sessions will include topics such as:

- o essential information about the structure of the agency
- o relevant information about employment in the federal government
- o information about training policies and programs of the agency
- o guidelines for the utilization of local career resources
- o guidelines for the utilization of Developing Options, the career planning workbook developed by BEMW and used in its own career counseling programs

Materials will be provided prior to the training session so that participants may become familiar with them prior to the training.

Fees:

Fees will be negotiated based on an hourly rate with a guarantee of 100 counseling hours, i.e. 25 clients 4 hrs./client. Costs of travel to and from training in Washington, D.C. as well as an appropriate per diem will be covered by the federal agency.