

Jeremy Eskenazi

To: Ms.Hiring.Manager@bigfatcompany.com

Subject: Our recruiting project: Finance Manager

I enjoyed our conversation today regarding our need to replace John Smith's position as Finance Manager in your department. I would like to summarize our conversation, and to confirm my understanding of the position as well as each of our roles and responsibilities in accomplishing our shared project of filling this role with the best candidate as fast as possible.

- Position summary. I listened very carefully to your description of the role of Finance Manager today. I have taken my notes from the conversation and have created a draft position profile which I have attached. Please review the draft and provide whatever comments and feedback you feel necessary. In order for us to move ahead with our plans to fill this position, as agreed, please respond back with your approval or comments via email by Wednesday, October 8, 2003.
- I have opened the requisition, and am in the process now of gathering the necessary approvals.
- The position will be posted on the internal and external websites pending the approvals.
- Interviewing. As discussed, we agree that the interview team for this position will include the following participants:
 - Myself (pre-screen/cultural fit)
 - You (technical skills/department fit)
 - Sally Hanson (financial skills/background)
 - Louis Palmer (organizational skills/leadership)
- You will notify each of the interview participants about our agreed interview process, provide them with an overview of the position verbally. I will follow up with each participant with the finalized position profile via email, along with the customized interview guides. You will let the participants know that at 5:00PM after each interview day is complete, we will all meet (either in person or via conference call), to do our roundtable feedback exercise. You and I both agree to have a yes or no decision on each candidate at the completion of each day of interviews.
- Sourcing. You and I have discussed the sourcing plan and timetable. I have attached that sourcing plan (including the target list of companies we discussed) for your review. Please review it and respond back to me with any questions or feedback. In order for us to move ahead with our plans to fill this position, as agreed, please respond with your approval or comments via email by Wednesday, October 8, 2003.
- Time to hire goal. Based on our discussions, we both agree that this position can be filled no later than December 15, 2003. We both agree to make this search a priority. You have agreed to respond with feedback from candidate resumes that I submit within 24 hours, and to make the interviewing process a priority. You have indicated that you are able to interview candidate on Tuesday, Wednesday, and Fridays, and have will attempt to keep your calendar open for interviews from 1PM-6PM on those days.
- Administrative support. You have agreed that Julie Sims, your assistant will provide administrative support in the following areas: Juli will be my contact for scheduling interviews for you and the team. Juli will also work with me on helping to coordinate candidate travel.

Other than the above issues, if there is anything else that I have missed, or have not discussed in better detail, please let me know. Otherwise, I look forward to facilitating yet another outstanding hire to your team. I look forward to working with you.

Jeremy M. Eskenazi
Managing Principal
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