

Appendix A Responsibilities

KG responsibilities:

For assignments undertaken, KG shall assign an “Engagement Manager” to serve as a single point of contact and to directly support the search effort. KG will utilize the KGTiger “TEAM” process (the identification and uncovering of candidates through proactive recruiting techniques) to deliver documented Candidates that are qualified, interested, and considered affordable for an Assignment.

KG will perform its retained service with dedicated service agents and commitment to achieve a hire in as short a timeframe as possible. The service will include:

- Development of the sourcing specification and plan (from Client input)
- Candidate sourcing, screening, and documenting (including passive candidate sourcing)
- Candidate presentation including reporting and status calls
- Interview scheduling and liaison service support, as required

KG will not present a candidate without having been screened, informed of the opportunity with Client, and given consent to having their resume sent to Client. Candidates shall be submitted through Client’s designated portal.

Client responsibilities:

EC requires effective collaboration between Client and KG to assure success. To support this desired result, Client will assign a person to manage the collaboration between Client and KG during the life of an Assignment. Upon issuing Assignment with primary position information to KG, Client agrees to support the process, with an appropriate level of urgency, as per the following list:

<u>Activity</u>	<u>Time limit</u>
1. Hold concall to discuss new assignment.....	within 1 day of issuing Assignment
2. Participate in calibration call.....	within 1 day of concall
3. Recruiter accepts or rejects candidate with specific feedback.....	within 2 days of submission of each candidate
4. Hiring manager accepts or rejects Candidate.....	within 2 days of recruiter acceptance
5. Recruiter/HM to phone screen accepted Candidate.....	within 2 days of HM acceptance
6. Update status dates for submitted Candidate (<i>consistently through offer and hire stages</i>).....	within 1 day of event occurrence
7. Render specific feedback for drop-offs (<i>candidates who exit process after acceptance</i>).....	within 1 day of candidate drop-off