



Human Resource Management and Executive Search Consulting
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VF&Co HR Laundry List 10-20-00

Dear Friends:

The following is a list of our current HR searches. We'd love your networking assistance. If you have worked with any excellent HR folks who are currently available and actively looking, kindly forward them this email. For your non-HR friends and relatives, we've included at the bottom of the list a short description of some of our other current retained searches. This month I'd like to thank Shirley Chasen, VPHR at CoVia, for the kind referrals. If you would like to be added to our email list, please email me at Valerie@vfandco.com or give me a call.

Take care, Valerie

HR Search #1001a – Santa Clara County

Human Resources Representative (3 needed) for major technology firm. Human Resources Representative will be responsible for a variety of activities in HR administration. Some of these responsibilities include screening and interviewing job candidates, counseling employees concerning work related problems, writing employee handbooks, participating in, coordinating and/or hosting off site HR related functions (i.e. job fairs, community events). May assist in the formulation of manpower objectives, personnel policies and procedures. The company offers a competitive salary, excellent benefits and has ample room for professional development and growth.

Please email your resume to recruiting@vfandco.com and reference search #1009

HR Search #1001b – Santa Clara County

Staffing manager for major technology firm. Responsible for directing the planning, development, implementation, administration and budgeting of employment, compensation, benefits, employee relations, equal employment opportunity, organizational development, affirmative action, HRIS training, and health and safety services programs. This is a very high profile, promotable position.

Please email your resume to recruiting@vfandco.com and reference search #1009

HR Search #1002a – Peninsula

Senior HR Business Partners for an internationally renowned technology company. You will be responsible for partnering with client groups to provide strategic human resource consulting supporting the achievement of the company's business objectives, goals and values. Must have at least ten years of progressively responsible experience in human resources with exposure to, and demonstrated competence in all functional areas, especially OD, succession planning, and executive coaching. **Please email your resume to recruiting@vfandco.com and reference search #1009**

HR Search #1004a—Mid Peninsula

Human Resources Administrator for hot, publicly held Internet company. Continued growth has created an opportunity for an HR administrator who is comfortable working in a fast-paced environment and handling a variety of HR tasks. Some responsibilities include processing of confidential employee information, data entry and standard report generation, maintenance of employee files and records, filing and brochure maintenance of bulletin boards for required postings, and other tasks as needed. Job requires 2 years of previous HR experience. An excellent benefits

package including a generous stock purchase plan awaits the right candidate. **Please email your resume to recruiting@vfandco.com and reference search #1009**

HR Search #1005a—San Francisco

HR Coordinator for an e-commerce software company in San Francisco. This position supports all activities of the company's HR department. Some job duties include: assist in all aspects of staffing/recruiting, manage all HR paperwork and employee files, administer employee benefits, and assist the HR Manager. Two years of prior HR experience is required. The hiring company is offering and excellent compensation package and a great working environment. **Please email your resume to recruiting@vfandco.com and reference search #1009**

HR Search #1001 Menlo Park

HR Administrative Assistant/Representative (HR employee #1) for a 60 person company located near the Dumbarton Bridge. Handle daily administrative HR including benefits, LOAs, vacation, recruiting. Work with one of our consultants on an outsourced basis to provide senior-level HR guidance to you on an ongoing basis.

Please email your resume to recruiting@vfandco.com and reference search #1001.

HR Search #1002 East and South Bay

OD Consultants, entry level OK needed for two different companies on the Peninsula. Working with the Director of OD/Training, focus on strategic planning, organizational design, change management, succession planning, and training. HR experience plus a masters in OD preferred.

Please email your resume to recruiting@vfandco.com and reference search #1002.

HR Search #1003 Santa Clara County

HR Manager needed for hot, pre-IPO, ERP software services company. Company has sophisticated products, is employee-oriented, fun, and takes HR best practices extremely seriously. Work as a business partner as the company approaches its IPO and doubles in size, and work with the HR team to develop tools, systems, and processes. Be a strong HR coach, advisor, content expert, and focus your efforts on doing what it takes to increase productivity. Bring your high IQ, fondness for technical people, experience designing and setting up programs from scratch, independence, team-work, and raise the bar.

Please email resume to recruiting@vfandco.com and reference search #1003.

HR Search #1005 San Francisco China Basin

Staffing Director for one of the world's leading providers of e-commerce software solutions to both B2B and B2C companies. Online products include storefront creation, order processing, business administration, and management tools. HR generalist, staffing, and international experience preferred.

Please email your resume to recruiting@vfandco.com and reference search #1005.

HR Search #1006 San Jose and other locations nationally

VPs of HR (11 needed) with significant personal leadership experience designing from scratch and rolling out programs including executive development, succession planning, change management, career development, training, executive coaching, recruiting, compensation, and executive level HR generalist management. You are known as one of the top HR people in your field, come from a company known for its innovative HR programs, think and diagnose fast, and understand the concept of urgency, and want to really contribute on a global basis, and earn generously.

Please email your resume to recruiting@vfandco.com and reference HR Search #1006

HR Search #1007 Santa Clara County and San Mateo County

Compensation and Benefits Managers (two needed) for two totally different environments-take your pick of the culture you prefer. One is a pre-IPO, rapid growth, 200 person ERP software company known for working smart and treating its employees like humans, hiring its first ever C&B Manager. The other is a publicly held, 600 person, stable, professional, successful consulting firm. Run C&B, HRIS, and enjoy significant corporate-wide exposure.

Please email your resume to recruiting@vfandco.com and reference **HR Search #1007**.

HR Search #1008A-Z Bay Area

Contract HR Executives, Staffing Professionals, Contract Recruiters, HR Managers, ER Managers, HR Generalists, Compensation/Benefits Managers and Generalists, Recruiting Coordinators (all Bay Area) needed for our clients. Join our firm, and we'll have you working the next day. Key qualifications: the ability to determine and prioritize client's needs; a track record in building HR policies and procedures from scratch; experience in vendor assessment, i.e. payroll systems, recruitment agencies; and the ability to work with executives and managers to bring them quickly up to speed on relevant employment law. The positions in which we have recently placed contractors are both long and short term. If you have always wanted to try contracting, we would love to meet you. Please email your resume to recruiting@vfandco.com and reference HR search #1008. **Or...** tell us exactly what your ideal job/assignment is, and Joyce Irby, our Manager of HR Contracting and Consulting Services, will work with you to achieve your goals.

HR Search #1009 - Redwood Shores

Director of HR with drive, creativity, professionalism and flexibility needed for the world ruler in its industry. Someone who is hip, cool, smart as a whip, and gets it will have a blast here. Opportunity is unlimited, stock options generous.

Please email your resume to recruiting@vfandco.com and reference search #1009

HR Search #1010

Senior and Junior Staffing Professionals needed for 3 to 12 month contracts for two large high tech firms. Manage all systems and processes for a heavy ramp up, and enjoy managing a small, cohesive team. The staffing manager is extremely well organized and good at putting in processes, so you can learn from the best, or sit back and do what you do best without a lot of grief. **Please email your resume to recruiting@vfandco.com and reference Search #909**

HR Search #1011 –Redwood Shores

Human Resource Director. This client is a leader in its industry and values HR professionals who can contribute cutting edge, competitive ideas for all areas of people management. They want to be an “employer of choice” and really walk this talk. A strategist with a strong OD, staffing and comp background who has over seven years HR Management experience would be a good match. Must have high ethics and good intuition. **If this is you, please email your resume to recruiting@vfandco.com and reference Search #1011.**

HR Search #1012-Peninsula

Human Resource Coordinators – We are getting calls from all directions, SJ to Mid-Peninsula for HR Coordinators and Recruiting Coordinators. If you know anyone at this level who is looking, please ask them to send their resumes to recruiting@vfandco.com and reference Search #1013

Advertisement: We seem to have cornered the market on HR (and marketing/BusDev) professionals seeking new positions, and actually need more searches! Can you help?

Non-HR Searches:

Our two other search practices, **Executive Search** and **Tech/General Search** like to network also. They're looking for: ***Internet Supply Chain Managers; Internet Architects (Director level); Internet Program Managers; six Business Development Managers for leading technology innovator (roll out new technologies, create partnerships)*** (mid-Peninsula, and rest of country); ***Director of Network Operations*** (Brisbane); ***Director of Professional Services*** (Brisbane); ***Business Development Managers*** (Brisbane); ***VP Marketing for a software company*** (Sunnyvale); ***Director of Biz Dev***, taking innovative technology to market (to \$600,000) (mid Peninsula); ***Chief of Staff*** for hot high tech research lab (maybe someone from a hospital or university (to \$220,000) (mid Peninsula); ***Chief Marketing Officer*** for a services company (Redwood City); ***Group Director of Product Marketing*** for voice recognition software company (Menlo Park); ***Senior Auditor*** (with international travel) (Fremont); ***General Accountant*** (Fremont); ***Financial Analyst*** (Fremont); hardware engineers to work on big servers (Cupertino). These candidates are very welcome to simply contact us by sending their resumes to recruiting@vfandco.com.