



**FIRST 5 LA MARKETING AND COMMUNICATIONS
TALENT PLACEMENT AGENCY**

REVIEW TOOL

Applicants will be evaluated in the following areas

Applicants will be rated on a 1-3 scale, with 1= below expectations, 2= meets expectations, and 3= exceeds expectations.

Review Area	Points Given
Number of years placing marketing and communications temporary employees with non-profits, foundations or government agencies in L.A. County.	
Breadth of knowledge of agency staff (not temporary staff) in the areas of marketing and communications	
Level of expertise of the sample temporary employees submitted.	
Quality of the samples submitted as representative of the work of temporary employees	
Diversity of skills and cultural competencies of the temporary employees, as judged by the resumes/samples submitted.	
Ability of the agency to fulfill the variety of marketing and communications needs, based upon the sample resumes of available staff submitted.	
Hourly costs charged by the agencies for temporary employees	
Agency costs associated with temporary hiring employees as referred or recruited by First 5 LA	
TOTAL POINTS	