

From: Richard Kahn <[REDACTED]>
To: "Frank Fortgens" <[REDACTED]>
Cc: [REDACTED]
Subject: Re: FW: RE: RE: RE:
Date: Mon, 05 Aug 2013 13:18:39 +0000

Please have the candidates use the below skype address:

jeevacation

Jeffrey will contact each of the candidates at the appropriate times below
Thank you

Richard Kahn
HBRK Associates Inc.
575 Lexington Avenue, 4th Floor,
New York, New York 10022

[REDACTED]

On Aug 4, 2013, at 2:02 PM, Frank Fortgens wrote:

Dear Mr. Kahn.

I apologize for this inconvenience but the candidates gave me important additional information.

The schedule and contact information will be this:

Interviews Monday August 5

12:00

Mr. Ron Rodgers

[REDACTED]

He is in Palm Beach visiting his father

12:30

Mr. Mark Tollison

[REDACTED]

Available at both days

13:00

Mr. Marc Willems

[REDACTED]

Mr. Willems is available at Monday after 1PM. On Tuesday he is at work and the contact details are different.

EFTA00385880

Tuesday August 6:

12:00

Mrs. Fiona Cameron-Williams

[REDACTED]
Her preference is Tuesday morning

Would you please be so kind and let me know what Skype address you are using. I will forward such prior to the interviews to the candidates. They would need to receive a request to add your profile to their contacts beforehand.

Kind regards,

Frank Fortgens
Director of Recruitment - Senior House Management Instructor

The International Butler Academy
Kasteel Oost
Oosterweg 36
NL - 6301 PX Valkenburg
The Netherlands

www.butlerschool.com

www.butlersguild.com

www.kasteeloost.nl

www.butlers.net

www.niep.info

[REDACTED]
Email: [REDACTED]

[<image001.png>](#) [<image002.png>](#) [<image003.jpg>](#)

Van: Frank Fortgens [mailto:[REDACTED]]

Verzonden: zaterdag 3 augustus 2013 9:23

Aan: 'Richard Kahn'

Onderwerp: RE: RE: RE: RE:

Dear Mr. Kahn,

In the meanwhile everyone replied.

Please find below the schedule. If you want to change such please feel free to do so.

Interviews Monday August 5

12:00

Mr. Ron Rogers

He is in Palm Beach visiting his father

12:30

Mr. Mark Tollison

Available at both days

13:00

Mr. Marc Willems

Mr. Willems is available at Monday after 1PM. On Tuesday he is at work and the contact details are different.

Tuesday August 6:

12:00

Mrs. Fiona Cameron-Williams

Her preference is Tuesday morning

Please let me know if I may confirm these time and dates to the candidates.

Kind regards,

Frank Fortgens
Director of Recruitment - Senior House Management Instructor

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Email: [REDACTED]

<[image001.png](#)> <[image002.png](#)> <[image003.jpg](#)>

Van: Richard Kahn [[mailto:\[REDACTED\]](mailto:[REDACTED])]

Verzonden: vrijdag 2 augustus 2013 22:41

Aan: Frank Fortgens

Onderwerp: Re: RE: RE: RE:

EFTA00385882

principal will perform interviews
please allocate 15 mins for each syke
12-4pm est for interview
thank you

Richard Kahn
HBRK Associates Inc.
575 Lexington Avenue, 4th Floor,
New York, New York 10022



On Aug 2, 2013, at 2:00 PM, Frank Fortgens wrote:

Dear Mr. Kahn,

Thank you for your reply.

I will contact all candidates and ask for their availability and time frame. Please let me know what time you have in mind and how much time will be involved with each interview. Based on those details I will set the schedule for the candidates. When the candidates confirmed such I will provide you with their Skype address, email and phone numbers.

You mentioned "we". Who will be the interviewer. In your last email you wrote: "all resumes have been sent to principal". Is he involved with these interviews? Please let me know who he is.

Kind regards,

Frank Fortgens
Director of Recruitment - Senior House Management Instructor

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Email: 

[<image001.png>](#) [<image002.png>](#) [<image003.jpg>](#)

Van: Richard Kahn [<mailto:>]

Verzonden: vrijdag 2 augustus 2013 19:38

Aan: Frank Fortgens

CC:

Onderwerp: Re: RE: RE:

we would like to set up skypes for next monday aug 5 and or tuesday aug 6 for all 4 candidates below
can you please advise on who should arrange - you or myself
thank you

Richard Kahn
HBRK Associates Inc.
575 Lexington Avenue, 4th Floor,
New York, New York 10022

On Aug 1, 2013, at 4:28 AM, Frank Fortgens wrote:

Dear Mr. Kahn,

The fourth candidate just send me his documents. Please find attached:
Tollison, Mark – Confidential Report.pdf

At this moment you have the documents of:

1. Rodgers, Ron – Confidential Report.pdf
2. Cameron-Williams, Fiona – Confidential Report.pdf
3. Willems, Marc – Confidential Report.pdf
4. Tollison, Mark – Confidential Report.pdf

Would you please be so kind and let me know if and in such case when you want to interview one or more of these candidates.

Since distance is involved often our clients prefer to start with a Skype or telephone interview before spending traveling costs.

I look forward to receiving your reply.

Kind regards,

Frank Fortgens
Director of Recruitment - Senior House Management Instructor

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[REDACTED]
Email: [REDACTED]

[<image001.png>](#) [<image002.png>](#) [<image003.jpg>](#)

Van: Frank Fortgens [[mailto:\[REDACTED\]](mailto:[REDACTED])]

Verzonden: woensdag 31 juli 2013 9:09

Aan: 'Richard Kahn'

Onderwerp: RE: RE:

Dear Mr. Kahn,

Please find attached: Willems, Marc – Confidential Report.pdf

Currently I am in contact with Mr. Mark Tollison. He is preparing the necessary documents. If I received them I will forward our report immediately.

Kind regards,

Frank Fortgens

Director of Recruitment - Senior House Management Instructor

The International Butler Academy

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[REDACTED]
Email: [REDACTED]

[<image001.png>](#) [<image002.png>](#) [<image003.jpg>](#)

Van: Richard Kahn [[mailto:\[REDACTED\]](mailto:[REDACTED])]

Verzonden: dinsdag 30 juli 2013 15:51

EFTA00385885

Aan: Frank Fortgens

Onderwerp: Re: RE:

thank you for your quick response
we liked ron a lot however we would like to review a few more candidates before we begin to interview
thank you again for all your assistance

Richard Kahn
HBRK Associates Inc.
575 Lexington Avenue, 4th Floor,
New York, New York 10022

On Jul 30, 2013, at 9:47 AM, Frank Fortgens wrote:

Dear Mr. Kahn,

Thank you for your message. I found two candidates and presented them in a report:

Mr. Ron Rodgers and Mrs. Fiona Cameron-Williams.

A third candidate is in the middle of an interview session in Saudi Arabia. When the conditions are agreed by both parties he will not be available as candidate otherwise he is an excellent alternative.

Due to the summer holiday season staff is not replying that fast as I hoped for. It is common behavior that in July nothing happens.

I will update you when he is available

Kind regards,

Frank Fortgens
Director of Recruitment - Senior House Management Instructor

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Email: [REDACTED]

<image001.png> <image002.png> <image003.jpg>

Van: Richard Kahn [<mailto:>]

Verzonden: dinsdag 30 juli 2013 15:32

Aan: Frank Fortgens

Onderwerp:

any luck in obtaining more resumes to review
thank you

Richard Kahn
HBRK Associates Inc.
575 Lexington Avenue, 4th Floor,
New York, New York 10022

<Tollison, Mark - Confidential Report.pdf>