

Response memo

Business



Lauren Bernoskie MR. Kaufman Sent: Friday, November 6, 2: 20 PM

Reschedule the Interviews for position of Project Manager Dear Mr. Kaufman,

I wanted to respond to your request to reschedule the interviews you intended to conduct on Thursday, May 5 on the position of project manager. The appointments were postponed due to the unexpected travel to Atlanta at the same week the interviews were supposed to be conducted; meanwhile, the interviews will be done next week after your return. In addition, you wanted to know the background information for each candidate who will appear for the interview next week, and I have done as you requested.

Among the people in the list of selection is Saul Salazar, who from the information I received, has been a project manager for nine years with Summit Enterprises, and after informing him of the reschedule of the appointment he agreed to come at 10: 30a. m. Kaitlyn Grindell, who is a systems analyst and a consultant to various companies, was ready to come for the interview at 11: 30a. m. In addition, Mary Montgomery has an MA degree and she has six years experience, and currently works as a senior project coordinator at High Point Industries; she agreed to attend at 9. 30a. m.

From the list of the people who will take part selection process, Bertha Ho was not included although she was part of the selection process. Ho works as an operations personnel officer, and since you did not list her, I would not ask for the time she will attend. I hope the people who will conduct the selection process will adhere to the principles of ethics to select best-qualified candidate based on merit for the benefit of the company. Bernstein (2010)

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argues that, the ethics inside us should produce a desire for success and create a willingness to put the efforts in all work we participate to bring change. I close with the suggestion that you include Bertha Ho in the selection process because from the information in our records, she has highly ethical principles and has adequate experience as operations personnel officer.

Reference

Bernstein, W. L. (2010). *It All Comes Down to WE! (work Ethic): A Solid Work Ethic Is Key to Your Success*. New York: Linda Westcott-Bernstein Press.