

Memorandum

HIGHLY CONFIDENTIAL

From: John Rouse

To: Henry Morgan

Subject: Hiring Sales VP

Referring to our conversation of last week, I fully agree with your decision to take on sales and product development leaders early. In your attempts to attract visionary co-developers being able to bring committed leadership to the discussion is important.

I have had a short list of possible hires developed. Please contact my assistant with the times you are available to interview candidates

John

HARGREAVES, TAIT, AND RESTOULE INTERNATIONAL

Recruitment Specialists

Date: 24 June 20xx

To: VP HR

Subject: Recruitment of Sales Leader

Please find below our recommended shortlist, based on the listed criteria.

VP SALES & DISTRIBUTION

Below are the results of our assessments using our research database.

DECISION CRITERIA

- Tech. Competence: Range 1 to 5 with 5 Highest
- Leadership Style: Range minus 5 (Authoritarian) to plus 5 (Participative)
- Sales Reputation : Range 1 to 5 with 5 Highest
- Reputation for Results: Range 1 to 5 with 5 High

Name	Min. Salary	Tech. Competence	Leadership Style	Sales Reputation	Reputation for Results
Simon Alton	200,000	5	-5	5	5
Drew Hammond	210,000	4	+4	4	5
Sarah Huggins	235,000	3.95	+2.5	5	4
Travis Smiley	190,000	45	-3	4	4
Deborah Lee	300,000	4	-2.6	4	5
Diane Black	275,000	4.2	1.2	5	5