

Memorandum
HIGHLY CONFIDENTIAL

From: John Rouse VP HR

To: Sarah Hughes COO LegacyCo

Subject: Hiring VP Logistics

With your recent promotion to COO the Logistics & IT role is vacant.

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 Logistics & IT

Subject: Recruitment VP Logistics & IT

Please find below our recommended shortlist

VP LOGISTICS & IT

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

DECISION CRITERIA

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

Name	Min. Salary \$000s	Tech. Comp Logistics	Tech Comp IT	Leadership Style	Reputation for Results
George Harris	250	4.9	3.8	-2	3.8
Quinn Daniels	230	5	4	4	4.3
Larry Danton	300	4	5	-1	4.4
Beverley Lester	275	2.9	5	3	4.7
Sara Pickens	320	4.9	4.4	4.4	5
Kevin Thomas	290	5	3.9	5	4.6