Your boss, Michael Kaufman, has scheduled three appointments to interview applicants for the position of project manager. All of these appointments are for Thursday, May 5. However, he now must travel to Atlanta that week. He asks you to reschedule all the appointments for one week later. He also wants a brief background summary for each candidate.

Although frustrated, you call each person and are lucky to arrange these times. Saul Salazar, who has been a project manager for nine years with Summit Enterprises, agrees to come at 10:30 a.m. Kaitlyn Grindell, who is a systems analyst and a consultant to many companies, will come at 11:30. Camille Montano, who has an MA degree and six years of experience as senior project coordinator at High Point industries, will come at 9:30 a.m. You are wondering whether Mr. Kaufman forgot to include Bertha Ho, operations personnel officer, in these interviews. Ms. Ho usually is part of the selection process. Your Task. Write an e-mail or memo to Mr. Kaufman including all the information he needs.