MEMO

TO: Manuel Chavez, IT Director

FROM: Benedetta Herman, Director of Operations

DATE: May 18, 2016

RE: Internship Program

Upon further consideration, I think your request for an extra internship position this year is justified. Due to the expansion of the library’s Internet services, there should be more than enough work to keep the intern busy. Within the next year, we will definitely need to hire at least one more technology specialist with a focus on website design. Hopefully, we can select an internship candidate who might have long-term potential with Mountain View Public Library.

I have reviewed the resumes you gave me and believe that the strongest candidates are Ron Gray, Melinda Frankton, and Walt Schneider. You can make the final decision. Because the intern will be under your direct supervision, you will need to design the program for this individual.

If you want to discuss this further, I’m available on Wednesday at 2 p.m. Stop by my office if you would like further feedback on any of the candidates or the internship program in general. Remember that we need to select someone with whom we would like to work on a long-term basis.