***Pillar Resources***



# Memorandum

**Date:** January 11th, 2019

**To:** Holly Moneybags

**From:** Jack Frost



**Re:** Selection for Bookkeeper Position

After placing an advertisement on Facebook and in the Anchorage Daily news, we had a total of 200 people apply for the bookkeeping position. Six applicant resumes passed muster and were thus asked to the office for a face to face interview. We met with each applicant to assess their skill level, hear more details about their work experience, and see how they would fit with our company. The attached report indicates the rating process that was used.



The highest rated candidate was Jane Doe. Her friendly demeanor, previous experience, and knowledge of QuickBooks and computers, make her the best candidate for the job. I am recommending her for hire immediately.

If you have any questions, please let me know.

Attachment: Evaluation Report for Bookkeeper Finalists