

# Decisions, Decisions!

## Scenario

Two years ago, you opened a computer repair shop, and business has really taken off. You are struggling with keeping up with all the paperwork that comes along with the job, so you have decided to hire a secretary.

You need someone who can work full time, Tuesday-Friday from 9:00 a.m. to 5:00 p.m. and Saturday from 7 a.m. to 2 p.m. They need to be able to answer phones professionally, effectively schedule clients, create flyers and other types of advertisements for the business, respond to customer e-mails, balance the company's checkbook and record all expenditures, and have basic computer knowledge to answer customer questions.

Currently, you can pay a secretary a wage of \$15 per hour without benefits. Pay is subject to change according to the success of the company and the effectiveness of the secretary.

You put an ad in the newspaper that advertised the position and have already set up four interviews. You have time to set up one more interview and have three candidates to choose from.

## Task

Your task is to read through the three candidates' resumes carefully. As you read them, consider:

- What type of education do I want my secretary to have?
- What kind of work experience do I want my secretary to have?
- Does this resume reflect the type of employee I want working for me?
- If I offered it, would this person take the position at my company?

After you've looked at the resumes, choose the candidate you would like to interview. Then, complete the rationale form that follows and be ready to discuss your decisions!

**The candidate I have chosen to interview is...**

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**One reason I chose this candidate is...**

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**This is important to me because...**

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**Another reason I chose this candidate is...**

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**This is important to me because...**

**A candidate I didn't choose was...**

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**One reason I didn't choose this candidate was...**

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**This is important to me because...**

**A candidate I didn't choose was...**

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**One reason I didn't choose this candidate was...**

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**This is important to me because...**