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| To: | Cindy Raisor, Human Resources Director at PetroChem |
| From: | Alejandra Europa C., PetroChem Recruiter  |
| Date: | September 14, 2012 |
| Subject: | Virtual Profile Report - Recommendation for Alejandra Europa  |
| Ref: | Request for performing a background check on applicants  |
| ActionRequested: | Please let me know if you need more information, I would be happy to follow-up  |

The purpose of this memo is to present my findings of the background check I ran on Alejandra’s virtual foot print. The goal of this report is to explain what my research showed and why Alejandra seems to be a good candidate for the job.

Summary

In general, Alejandra Europa appears to have all the qualifications needed for the job. From my research, I was able to conclude that Alejandra has good teamwork skills, likes challenges, knows how to be a leader, and adapts quickly. Alejandra is a candidate that ought to be considered. I am available to talk to you in person about my findings if needed.

Findings & Analysis

*Alejandra demonstrates teamwork skills*

Since high school, Alejandra has been involved in several activities that require team work. In high school, she participated in a competition called National History Day, which requires a team to perform rigorous research on a topic of their choosing. Alejandra’s team won third place in Texas. In her college career, Alejandra has helped organize several events such as Career Fair, and conferences hosted by the Student Engineering Council at Texas A&M University. Her most recent accomplishment is becoming Events and Outreach Co-chair of the Chemical Engineering Sophomore Retreat. Alejandra, along with her committee, was able to recruit several sophomores and industry representatives for the retreat.

Alejandra’s success in the activities named above suggests that she works well in teams, and likes to take initiative.

*Alejandra seems to enjoy challenges*

Alejandra participated for two years in the National History Day competition during high school. The first year she worked in a team, but she worked individually her senior year. In both years, Alejandra competed with schools around the nation. In order to win, the participants have to go through interviews to show their knowledge about the subject. Alejandra placed 3rd in the state her first year, and 3rd in the nation as a senior. She has also participated in several minor competitions hosted by her schools.

Alejandra shows willingness to compete and participate in events that require her to go beyond her comfort zone. This may suggest that she not only enjoys challenging herself, but that she is a hard worker and works well under pressure .

*Alejandra exhibits leadership*

As depicted by her resume, Alejandra tries to participate and help her community during her free time. Since high school, Alejandra has done volunteering work, such as planting trees, painting houses, tutoring other students, etc. She is also involved in organizations that are known for providing guidance to other students. As I mentioned before, she is part of the recruitment committee of Student Engineer’s Council and Co-chair for the Chemical Engineering Sophomore Retreat. These positions require Alejandra to interact with high school and other college students on the hope that she will motivate them to become more involved.

The leadership positions that Alejandra holds could indicate that she has the skills needed to guide a team to accomplish a given task. Since these organizations have chosen Alejandra to represent them with other schools and industry representatives, it can be concluded that Alejandra has proven to have good values and judgment.

*Alejandra appears to be an easy-going person*

Alejandra has friends from different backgrounds and participates in a wide range of activities. Alejandra is not only a member of several organizations, but she also socializes with a diverse group of people. She travels with her friends to different places and participates in several outdoor activities: skydiving, kayaking, camping, ropes course, etc. Also important, Alejandra came to the United States, from Mexico City, around seven years ago, but that did not prevent her from being successful in school and joining school clubs.

This may signify that Alejandra gets along with different types of people easily and she can adapt to several situations with no problem. Her willingness to get involved with her school when she arrived to the United States suggests that she can adapt to changes quickly.

Sources & Discussion

My research comes mainly from Alejandra’s Facebook profile and links that I obtained from searching her name. I was not only able to confirm the majority of the information she provided on her resume, but I also found out more about her past which led me to other web sites that gave me more insight of her life.

Based on my findings, Alejandra seems to be a well-rounded person and a good candidate for the job. I did not find anything that could suggest otherwise. However, it is important to mention that I did find some pictures of Alejandra at parties or dance clubs. Even though, the pictures did not show any immature behavior that could imply that this could be a problem in the future, I could contact her references to confirm this information if you wish.

Recommendations

I think Alejandra is a good candidate. Please contact me if you have any questions at 713-373-2131 or aleuropa92@tamu.edu.