

TO: All Associates 300 Technical Writers  
FROM: Hayley Blackburn, Branch Supervisor  
DATE: Due July 24 by Midnight  
SUBJECT: Memo Report from Peer Review

After completing the peer review [through Canvas] on your associate's career application materials, create a short memo detailing your feedback. **Submit your memo to Canvas AND send to your associate.**

### Tasks:

Use Skype, Google Hangouts, FaceTime, a phone call, or email to obtain answers to the following questions about your partner's career goals. Treat this as a mini-interview to practice those skills with each other. The answers to these questions should be incorporated into your memo (i.e., intertwine this information into the memo to help your branch supervisor understand the background, objectives, and status of your partner's application materials). You can imagine you are assisting in the hiring process—and passing along your input.

1. What career/positions are you interested in pursuing and why?
  - a. *That infamous interview question—Where you do you see yourself in 5 years?*
2. What are your greatest strengths and weaknesses?
  - a. *Another common question—try to connect your response with an action. How will the strength add value to the company, and how have you addressed your weaknesses?*
3. What experiences/requirements are you missing for the desired career (i.e., degrees, certifications, internships, skills, projects, etc.)?
  - a. *Not necessarily an interview question—but think about the gaps you need to fill BEFORE you get into the workforce.*
4. What kind of company do you hope to work for?
  - a. *Think about culture fit, company size, industry/product/market, etc.*
5. How do you define success, and when was the last time you felt successful?

Then, review and critique your associate's resume, cover letter, and LinkedIn. Imagine you are on a hiring committee: what impressions, questions, concerns, and interests about your associate do you have based on the documents?

Last, create a memo using strong document design features to articulate your reactions and suggestions. Keep five essential points in mind when editing the memo.

- Professionally address the memo to your instructor (follow memo formatting)
- Keep the memo courteous and constructive (consider the six Cs explained in Ch. 7)
- Provide specific examples from your associate's documents to support your assertions (anchor the feedback in concrete items)
- Treat this memo as a hiring report to alert your supervisor about the applicant's qualities, merits, and concerns (HR loves documentation!)
- Integrate document design as appropriate (e.g., use bolded headings, bullet points, numbered lists, etc. to make the memo easy to follow)

## **Expectations**

You are expected to incorporate concepts from the course within your writing, organization, and macro-structure. You must incorporate the following required elements within the tasks outlined above:

- Memo-appropriate header
- Content headings

To earn an “A,” you must meet the minimum expectations WITH critical and creative additions that demonstrate thoughtful, helpful critiques of a resume and cover letter. Imagine you are looking over your associate as an applicant—be honest yet kind to aid your peer in revising these important career documents.

## **Skills to Practice**

- Critiquing application documents
- Assessing how stories and experiences translate to job skills and responsibilities
- Reviewing work from your peers and assisting in key revisions

## **Objectives:**

*To loosely simulate the hiring process by peer reviewing application materials*

If you have any concerns, questions, or another commentary, please do not hesitate to contact your 300 branch supervisor (recitation instructor).