STANFORD PARK DIVISION · 1501 Page Mill Road, Palo Alto, California 94304, Telephone 415 493-1501

FROM

John Minck

DATE

November 13, 1978

[™] Jack Grout

SUBJECT

College Recruiting

cc: Marc Saunders Clarence Rodwell Joe Shepela Brian Humphries

I attended the SPD Recruiting Workshop the other day and was pleased that we are more sensitive to the fact that all the people we turn down each year (10,000?) will be customers who our sales people will have to deal with later.

More than once I have had to deal with an HP reject after they had reached positions of influence in customer companies. Our present "turn down" letters are better than they used to be. But I've taken one of them and modified it to offer the candidate more than a no-thanks, and to try to get him to call HP first. You'll see it involves getting him to sign up for our technical mailing list.

There's a further advantage in getting his name and address into our HP Journal (Measurement News) mailing list. When he lands at another customer company, as all rejects do, he would usually not get involved with HP field engineers for a couple of years and during that time he will pick up bad habits (like buying Tek).

With his name on our mailing list, we pick him up right away and teach him right. If we do try this suggestion, maybe on a trial of 25% of the turn downs, we should take specific steps to insure that all these application blanks are specially coded so that his application doesn't get rejected by the Literature Depot because he is only a student.

So my proposal involves modifying the 3 following letters:

- 1) Reject letter sent to interviewee at college.
- Reject letter sent to division visitor reject.
- 3) Letter sent to an offeree who turns us down.

Just a thought.

JM:bh Attachment



STANFORD PARK DIVISION 1501 Page Mill Road, Palo Alto, California 94304, Telephone 415 856-1501, TWX 910 373 1267

DATE

NA	ME		
AD	DR	ES	S
CI	ΤY		

Dear

We enjoyed having you visit with us and appreciated your taking the time to talk with host and our dept. name staff.

We felt that there were many ways in which you could make a contribution to the work we are doing. However, after careful consideration we decided that the opening we had did not provide the best match with your technical knowledge. We have decided to fill the position with a candidate whose qualifications more closely match our needs.

We appreciate your interest in Hewlett-Packard Company and wish you every success in securing a rewarding position. In that future career, we hope you'll use us for as much measurement and computational technology and consultation as you need. It goes without saying that keeping abreast of the dramatic progress in instrumentation and computation is a job in itself.

If you think it would be useful we'd be happy to put your name on our technical mailing list to get regular copies of the HP Journal and Measurement News. A copy of each is enclosed along with an application blank. Don't worry about the qualification information at this time. Use your current address and we'll change it when you move.

Finally, we've included a copy of the Application Note Index. All of these are available free by just calling our nearly HP office.

If at a future date you wish to be considered for other possible openings, please feel free to contact us.

Yours very truly,

HEWLETT-PACKARD COMPANY

Joe Shepela Personnel Manager Stanford Park Division

JS:bh Enclosures



International Business Machines Corporation

November 11, 1981

P.O. Box 1900 Boulder, Colorado 80302 303/447-1900

Ms. Allison 1. Ash 1138 Grandview #W3 Boulder, CO 80302

Dear Ms. Ash:

I appreciate your interest in employment with IBM and the opportunity to review your qualifications.

At this time we do not have a position available which would utilize your experience and interest. This decision is based upon our extremely limited hiring program and is not a negative reflection of your qualifications. Your application will be kept active for six months and reviewed against appropriate openings if they occur. If you wish to be considered after your application becomes inactive, you must reapply.

I wish you success in finding the position you desire.

Sincerely,

Marie A. Lloyd

Employment and Recruiting

Parie a. Kloyd

ML:1s



CORPORATE EMPLOYMENT • 1501 Page Mill Road, Palo Alto, California 94304, Telephone 415 857 1501

February 18, 1981

Allison L. Ash 921 Spruce Street Boulder, Co. 80302

Dear Allison:

Thank you for your interest in employment opportunities with Hewlett-Packard.

In order to give you maximum exposure, we are routing your qualifications to appropriate managers in various parts of the U.S. They may telephone you to discuss specific opportunities they have and, if appropriate, invite you for a site interview. Our review process takes several weeks. We hope you will agree that achieving the best possible career match for you is preferable to making a quick decision.

We appreciate your consideration of Hewlett-Packard as a potential employer.

Sincerely,

HEWLETT-PACKARD COMPANY

Margo E. Scott

Margo E. Scott

Employment Administration

MS:ph