

MEMORANDUM

TO: Dr. Bruce Bell, Chief Operating Officer
FROM: Rebekah McKamie, Human Resources Director
DATE: May 15, 2024
SUBJECT: Background and Résumé Discrepancies for Clarence Smith

You asked for my opinion on the matter of hiring your friend, Clarence Smith, to work for Phoenix Fictional Non-Profit (PFN). Despite your acquaintance with him, it is my ethical duty to inform you of significant discrepancies between Mr. Smith's background and the information presented on his résumé so that you can make an informed decision regarding his employment.

Background and Résumé Discrepancies

At a glance, Mr. Smith seems like an excellent candidate and would be a great asset to PFN. His experience, military honors, and acquaintance with you all qualify him for the position. I was able to verify his work based out of Fort Huachuca at the US Army Intelligence Center established here in Arizona in 1971. His service alone, as well as his combat record in the Gulf War, are commendable.

Upon further research, however, there were some inconsistencies between the stated background on Mr. Smith's résumé and his actual military record. One notable concern was the Knowlton Award, which was established in 1995. Mr. Smith claims to have received it in 1993. I wondered if this was a typo, which happens to the best of us. However, when I contacted the Military Intelligence Corps Association (MICA) and requested a list of recipients of the award, Mr. Smith was not among them. A similar inconsistency emerged when I noticed that Mr. Smith claimed a higher rank in his title than he ever attained, and even claimed to have received a combat medal that was never awarded to him.

Ethical Impact

I understand the weight of such accusations regarding an Army Veteran and of a personal friend of yours. I was therefore both careful and thorough in my research. At every turn, I gave him the benefit of the doubt, and even concluded that Mr. Smith would have been a good candidate if his military service had not been embellished. But if these items have indeed been falsified, it suggests a deeply offensive disregard for a well-established system of truth and honor as well as a disrespect for those who have been rightly honored within that system. In a non-profit organization such as ours, this cannot be tolerated among employees. This could ultimately damage PFN's reputation.

Recommendation

I will allow you to make the final determination for employment and will make no further character assumptions. There are many reasons someone may feel pressured to falsify information. However, given this research and analysis, I cannot recommend Clarence Smith for employment with PFN at this time or in the future. We must be selective when hiring employees and should consider other candidates who are more ethically driven. PFN has a commitment to integrity, and it may not be in the best interest of any involved parties to take the risk of hiring someone of questionable ethics.

I am willing and able to present my research and sources and discuss these findings in greater detail in a follow-up meeting.