

Sofia Corredera

BUS327 Business Communication

Susanne Hartl

To: Professor Hartl, Business Department Chair & Career Services Director

CC:

From: Sofia Corredera , Assistant Researcher

Subject: Research on Amnesty International and recommendation of inviting a representative for recruitment of enrolled students

The Student Development Office has requested a research and evaluation of Amnesty International. After conducting an initial assessment, I recommend inviting a representative of the organization to come to campus and recruit students for available positions.

The Problem:

Many students find it challenging to transition into the workforce immediately after graduation, particularly in industries where experience is a prerequisite. The job market is competitive, and it can be tough for students to find employment that is suitable for them in the long run. Therefore, partnering with Amnesty International presents a great opportunity to provide students with a chance to work for a renowned organization, contributing to the betterment of society.

Overview:

Amnesty International is a global non-governmental organization that works towards the promotion and protection of human rights worldwide. Its mission statement is "to conduct research and generate action to prevent and end grave abuses of human rights, and to demand justice for those whose rights have been violated." Amnesty International's core values of impartiality, integrity, courage, and determination align with the values taught at our institution, making it a suitable organization to partner with.

Audience:

This report will be evaluated or read by the following audiences:

Gatekeeper: Dr. Smith, as the Director of Student Development, is in the position to either accept or reject the proposal before it is directed to Amnesty International's Director of Human Resources, who is responsible for hiring and developing employees.

Primary Audience: The primary audience will be Amnesty International's Director of Human Resources and other members of the Senior Management Leadership Committee. Together, they will accept or reject the proposal to cooperate with our institution and decide whether they will send a recruiter to our college or not.

Secondary Audience: Recruiters and employees at Amnesty International who will work with possible recruits will be affected by the decision of Amnesty International's Leadership Committee, as well as our students who receive the opportunity to find employment at Amnesty International.

Auxiliary: Any employees who are working for Amnesty International outside the US and will not be working with the recruits will read but not act on the decision. Besides, unaffected employees will not have to fear more competition within the organization.

Topics to Investigate:

- What training is available to new employees?
- How soon is the average entry-level person promoted?
- What is the expected workload and working hours?
- What fringe benefits are offered?
- What is the corporate culture?
- Is the climate nonracist and nonsexist?
- How strong is the organization economically?

Methods & Resources:

To ensure an unbiased report, I will gather information from various sources. Amnesty International has a vast collection of information about its organization, which can be obtained from its official website. Additionally, I will be looking into objective sources, including employee reviews on Glassdoor and Comparably, to get more detailed information and honest opinions about Amnesty International as an employer. I will also conduct interviews with current and former employees of Amnesty International to gather first-hand insights. The following articles will help me with my research:

- “Amnesty International Benefits and Perks.” Glassdoor, www.glassdoor.com/Benefits/Amnesty-International-US-Benefits-EI_IE18286.0,21_IL.22,24_I N1.htm.

- “Amnesty International.”The State of the World's Human Rights.
<https://www.amnesty.org/en/documents/po110/0001/2020/en/>
- “Amnesty International Human Rights in the Asia-Pacific Region”.
<https://www.amnesty.org/en/latest/research/2021/02/human-rights-in-the-asia-pacific-region-review-of-2020/>
- “Amnesty International. Global Review of Death Sentences and Executions in 2020.”
<https://www.amnesty.org/en/latest/research/2021/04/global-review-of-death-sentences-and-executions-in-2020/>
- “Amnesty International. Amnesty International: The State of the World's Human Rights.”
<https://www.amnesty.org/en/latest/research/2021/04/amnesty-international-report-2020-2021-the-state-of-the-worlds-human-rights/>

Qualifications

As a Business Administration freshman, I possess several qualifications that would make me a valuable addition to Amnesty International. Firstly, my coursework has provided me with a solid foundation in financial management, budgeting, and accounting, which would be useful in managing the financial operations of Amnesty International. Additionally, I have excellent research skills, having taken courses such as Business Research Methods and Statistics. These skills would be instrumental in conducting research to support Amnesty International's advocacy efforts. In conclusion, my qualifications in business administration, research, global perspective, and passion for human rights would make me an excellent candidate for a position at Amnesty International.

Work Schedule

Research information	- 5 hours	- March 16
Analyzing information	- 2 hours	- March 19
Writing the report draft	- 8 hours	- March 25
Editing the draft	- 1 hour	- April 3
Prepare Oral Presentation	- 4 hours	- April 22
Practice the presentation	- 2 hour	- April 26

Call to Action

After this research, I am confident that it will provide benefits and is gonna help me to organize myself with the time that I have to finish my presentation. I would welcome comments and suggestions from you and would appreciate incorporating your expertise into this project.