

ORIGINAL RECRUITMENT EMAIL:

**Ann Marr <info@alightsolution.org>**

Thu, Oct 25, 7:41 AM (4 days ago)

to bcc: AndrewMK

Your profile on (EFA) has been reviewed by our HR Department at (ALIGHT SOLUTION) and we are pleased to invite you to an online interview/briefing exercise.

**Company: Alight Solution**

**Position: Proofreading**

**Job type: Contract based, Part-time, Full-time**

**Wage: \$3,600 per month/\$49,000 per annum.**

**Your salary package may include commissions and bonuses.**

**These numbers are a guide.**

**1099-K structure.**

**Work Location: Remote**

**Interview Scheduled: Online**

**Time: Asap**

**Venue: Online Via Google Hangouts**

**Training is Available**

We dedicate ourselves to provide a superior customer experience by delivering original, adjustable and value driven solutions. Our values: People, Virtue, Profitability, Responsibility, Imagination. We operates as a benefits administration and cloud-based human resource (HR) and financial solutions providers. It offers human resources outsourcing and consulting services. The company provides HR and financial solutions including software as a service (SaaS) advisory, cloud deployment solutions, support, and application management services. It also offers health and wealth solutions such as benefits administration, contribution administration, advocacy, reimbursements, dependent verification, and compliance solutions. In addition, the company provides consumer experience solutions in areas of human insight, strategy, and technology that includes employee value proposition creation and branding; total rewards and well-being; experience mapping; communication impact assessment; mindset research; benefits websites; UPoint platform; and social media campaigns.

#### JOB DUTIES:

Responsible for detecting and correcting errors in written documents.

Checking written text for misspellings and inaccuracies prior to publishing.

Detect and highlight typographical or grammatical error.

Make copies of proofs which are given to editors, authors, and others for revision.

Verifying accuracy of page numbers, headings, and captions, as well as consistency of spelling and grammar.

Report and present articles to Chief Editor for approval, and also analyze documents for consistency in capitalization, hyphenation, and formatting.

**The qualities you need to succeed in this job include attention to details, teamwork, computer skills, grammar/spelling skills.**

Training:

You'll go through a thorough, comprehensive, two weeks training online program. The candidate will be getting a career, not a stepping stone. This is an amazing opportunity for the right individual who will get all the necessary guidance and training to have a far-reaching career.

If you are interested please contact Ms. Sarah Taylor (Hiring Manager) of Alight Solution, she would conduct an online interview with you.

Google hangout will be used for the purpose of the interview. To contact her, set up a screen name with Gmail hangout [www.hangouts.google.com](http://www.hangouts.google.com) and add up the Company Hiring Manager's hangouts screen name ([sarahtaylor0604@gmail.com](mailto:sarahtaylor0604@gmail.com)) and instant message her to fix a date/time for an online interview and job details.

Your verification code is PR - 1018. This would serve as your identification number throughout the on-line hiring process. This is an online work from home and working hours are flexible.

Your swift and timely response matters a lot as this is an immediate hire position... We look forward to having you on the team.

Best regards

Human Resource

[www.alight.com](http://www.alight.com)

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## GOOGLE HANGOUT TRANSCRIPT

AMK: Hi Sarah! Andrew McFadyen-Ketchum here. I would love to speak with you about joining the Alight Solution team! Thank you so much for considering me. I am at a writers' conference this week and through the weekend but am available 8AM-noon CST all next week. You can also make an appointment with me via my calendly at [calendly.com/andrewmcfadyenketchum](https://calendly.com/andrewmcfadyenketchum). Thank you so much! I look forward to meeting you. -My best, Andrew



*Alright. Drop a message here on Monday at 9AM CST to proceed. Enjoy the rest of your day*

AMK: Sounds great! I look FORWARD to it!



*Great*

AMK: See you then.

Oct 25, 8:31 AM

AMK: Hi Sarah. I am ready when you are!

9:00 AM

AMK: Please let me know next steps when you have a moment. Thank you! **(THEY WERE LATE)**



*Alright, as we proceed further with the briefing and interview, you will get to know more about the opening position. You have a total of (40) minutes for this... A swift response is required. Shall we proceed?*

AMK: Sounds good!



*Welcome to (ALIGHT SOLUTION)*

*At Alight Solution we dedicate ourselves to provide a superior customer experience by delivering original, adjustable and value driven solutions. Our values: People, Virtue, Profitability, Responsibility, Imagination. We operates as a benefits administration and cloud-based human resource (HR) and financial solutions providers. It offers human resources outsourcing and consulting services. The company provides HR and financial solutions including software as a service (SaaS) advisory, cloud deployment solutions, support, and application management services. More information about Alight Solution is available at [www.alight.com](http://www.alight.com)*

*I am Sarah Taylor, one of the hiring manager of Alight Solution. I am here to brief and interview you more about the opening position. Please introduce yourself and indicate your Full Name, Location and Email address*

AMK: My name is Andrew McFadyen-Ketchum. I am a writer, editor, and educator. I currently live in Nashville, TN. My email address is [AndrewMcFadyen-Ketchum@gmail.com](mailto:AndrewMcFadyen-Ketchum@gmail.com).



*This is an online work from home, the working hours are flexible and you can choose to work from anywhere of your choice.*

*This is an immediate hire position. If selected you'll undergo our in-house training that cover our company's guidelines under US Human Resource Laws and Regulations, our style requirements, copyright and privacy laws. You'll be required to commence training and orientation soonest as we need the position filled and active immediately. The pay is \$30.75 per hour, training is \$10 per hour and will get payment bi-weekly via direct deposit or paycheck and the maximum amount you can work a week is 35*

hours.

*I believe you have experience working from home and online before?*

AMK: I do! In fact, I work entirely from home and several years now.



*How do you stay on track/focused while working from home?*

AMK: I keep a google calendar that is VERY specific, and I ALWAYS do what IT says. It is sort of like having a boss. In order to stay focused, well, I don't struggle much with focus. I enjoy working from home and helping my clients and students achieve their goals. I also use a number of other organizational tools such as slack and calendly.



*Job Skills and Requirements*

- \* Good working knowledge and understanding of Tools
- \* Excellent written English skills and attention to detail
- \* Ability to plan and prioritize own work effectively to meet publication deadlines and achieve set end results
- \* Excellent communication and organizational skills.
- \* Excellent proofreading and computer skills
- \* Relevant experience in content creation and copywriting
- \* An understanding of SEO and its benefits.

*Job Responsibilities*

- \* Produce copy and build data and assets as required
- \* Collect & maintain appropriate data and information to support promotions, images, datasheets, etc
- \* Liaise with other contributors to gather relevant data, images and information
- \* Continually look at ways of making text more concise to improve use of space
- \* Develop and maintain a content creation calendar
- \* Propose new content ideas and contribute to the development of the team
- \* Application of in-house tone of voice and ability to tailor writing style to the target market and customer demographic.

*Would you be able to handle that if trained towards it?*

AMK: Absolutely. I am already well-acquainted with most of these skills and would be excited to receive training in the ones I am less familiar with!



*If selected, assignments will be sent to you via E-mail or IM. I am going to ask you few questions now, once done with your answers simply write (DONE). Are you ready?*

AMK: Ready!



*What type of jobs have you had?*

*How did you get your previous job?*

*Do you have a printer, copier and scanner?*

*What do you understand by privacy and code of conduct ?*

*How long do you intend working for this company ?*

*Tell Us why you feel you are the right person for this Job ?*

*What work have you done that involved working with sensitive or confidential issues?*

*What are your strengths and weaknesses?*

*Describe yourself with a few sentence?*

*What is a working mistake you made recently and what is the most important aspect of working with others?*

*What are your strengths when it comes to computers, software and other programs?*

AMK: I have worked in all sorts of fields. I have been a professor, chef, solar installer, neurogenetic lab technician, etc. Of course, I am currently a freelance writer, ghostwriter, and editor. DONE

AMK: I typically get jobs via word of mouth or the typical application process. DONE

Yes. DONE

AMK: As an adjunct professor, I have received quite a bit of training regarding privacy and code of conduct that likely applied to Alight. As a ghostwriter, I have to be very thoughtful about my client's privacy, as much of the process of writing for people includes learning intimate details of their lives. As a freelancer, I take payments via the phone that I also have to keep private and always do. DONE

I would love to work for Alight in this position as long as possible. This position is a fabulous opportunity for me. DONE

AMK: I am a great editor who pays close attention to detail. I care very much for the quality of the products I release. I ALWAYS meet deadlines. Always. I am also a great team player and problem solver, so if something unusual arises in a work situation, I am a good person to have on the team. I am also excited by this opportunity and Alight itself. I enjoy running my own business (freelance editing and writing is not my first) and working with other people in business. DONE

AMK: Being a professor requires a lot of sensitivity to privacy, legally and interpersonally. Being a freelance editor and ghostwriter who takes credit card information for payments and gets to know his clients on a deep personal level also requires quite a bit of confidentiality that, without, would hamper my business. On a side note: my father is a psychologist who sees patients in his home and takes doctor-patient confidentiality very seriously.

DONE

AMK: Strengths: Excellent writer and editor. I am very organized--if I weren't, things would go south very quickly! I always meet my deadlines. I am honest and professional. I enjoy a challenge. I look forward to problems so I can find solutions and work as a team to solve them.

AMK: Weaknesses: While I take feedback well, I can sometimes take it a little personally and have to step back and relax before getting back to work on a project. At times, I can take on too many projects at once and can get a little frustrated with how much work I have to do--but then I reprioritize and take a few deep breaths and reorient myself appropriately so that I can do my absolute best work. I think, overall, I can get stressed a little more-easily than some, but I also feel a do a good job of recognizing that, taking a step back, looking at the broad picture, and diving back in with a fresh lens and mind. DONE

AMK: I am an outgoing guy who enjoys learning about just about anything I enjoy rock climbing as much as I do working on my car as I do going to the movies with a friend. Animals flock to me for some reason, and I to them. I love camping and being independent and making connections with interesting people through engaging conversation and going out on the town. DONE

AMK: A client recently asked me for a light copyedit and what I delivered was more like a heavy copyedit. It was just a bit...overbearing, and it hurt her feelings. I called her on the phone and apologized and said, "I just got a little overzealous! It's a great piece. Please feel free to reject any of the larger changes I suggest!" and all was well. In fact, we have become closer as a result of this interaction. Sometimes, it seems, the best connections are made when a conflict arises and the person in error is humble and apologetic and respectful. I think this is a good example of that. DONE

AMK: I have been working with computers since I was ten and my sister and I save all our money for two years to buy our first Apple computer. Without my MacBook Air, iPhone 6, G-suite, calendly, slack, wix, wordpress, teamwork, facebook, instagram, word's track changes, etc, my life and business would be a MESS! I can learn just about anything I need to learn when it comes to computers, phones, software, apps, etc. I must admit I am currently having a bizarrely difficult time forwarding my AndrewMK.com email to my gmail via g-suite, but I'll eventually figure it out!! DONE WITH ALL QUESTIONS



*Can you carryout proofreading task effectively?*

AMK: I can!



*Kindly proofread your answers and point out any corrections. Once done simply write (DONE)*

I have worked in all sorts of fields. I have been a professor, chef, solar installer, neurogenetic lab technician, etc. Of course, I am currently a freelance writer, ghostwriter, and editor. DONE

I typically get jobs via word of mouth or the typical application process. DONE

Yes. DONE

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I have been working with computers since I was ten (YEARS OLD) (COMMA NEEDED HERE) and my sister and I save all our money for two years to buy our first Apple computer. Without my MacBook Air, iPhone 6, G-suite, calendly, slack, wix, wordpress, teamwork, facebook, instagram, word's track changes, etc, my life and business would be a MESS! I can learn just about anything I need to learn when it comes to computers, phones, software, apps, etc. I must admit I am currently having a bizarrely difficult time forwarding my AndrewMK.com email to my gmail via g-suite, but I'll eventually figure it out!! DONE WITH ALL QUESTIONS (THESE BRAND NAMES SHOULD BE FORMATTED LIKE PROPER NOUNS)  
DONE



*Do you see yourself as someone who is technologically inclined?*

AMK: Absolutely.



*If selected, you will start working with the following softwares/tools for quality and rating content:*

\*Office 365 for Business

\*Xero

\*Sage

\*CopyScape

\*Grammarly

\*Yoast SEO

\*Inuit QuickBooks

\*AccuMail frameworks

\*Canvas

\*Capturx

\*Data-Scan by Neoptec

\*eMail Lead Grabber by eGrabber

\*Unibase by DMAC

\*WIS by Flowmation Systems

\*Avast 2015

*Which of these are you familiar with?*

AMK: \*Office 365 for Business,

\*Grammarly

\*Yoast SEO

\*Inuit QuickBooks

\*Canvas

I can quickly learn how to use just about any software, device, etc.



*At Alight Solution we believe in building career and not just placing people into jobs.*

*Are you certain you can easily catch up with any software you aren't familiar with during your training and orientation if selected?*

AMK: No doubt whatsoever.



*You've done well so far. Please hold. If selected you would know in a few minutes. Thank you*

AMK: Sounds great! Thank you.





Thank you for your patience.

We would like to know how many hours you are capable of devoting daily for your training and orientation if selected?

AMK: As much as is needed. I am committed to this position with Alight.



Great. After much deliberation we've decided to give you a chance to show your commitment, charisma, diligence and be a productive employee. You've just been confirmed for the position. Congratulations.

Kindly provide me with the following information correctly for enlistment:

Full name:

Address:

City:

State:

Zip code:

Cell:

Thank you!!!

I am genuinely excited! Thank you so much.

Andrew McFadyen-Ketchum...



You are welcome. We will immediately start processing your offer letter and it will be forwarded to you within 30 minutes. Kindly be on standby

AMK: Sounds great!

10:23 AM



Hi Andrew

Hi!



Kindly check your email to confirm you received the document sent to you and get back to me Please confirm this email address [AndrewMcFadyen-Ketchum@gmail.com](mailto:AndrewMcFadyen-Ketchum@gmail.com). or provide me with your correct/alternative email

AMK: I don't see it yet. My [AndrewMK@AndrewMK.com](mailto:AndrewMK@AndrewMK.com) email is a bit pretty slow. Can you send it to [AndrewMcFadyenKetchum@gmail.com](mailto:AndrewMcFadyenKetchum@gmail.com)?

Ah. No hyphen! Just the full name. [AndrewMcFadyenKetchum@gmail.com](mailto:AndrewMcFadyenKetchum@gmail.com)



Received?

AMK: Not yet.

Checking spam.

AMK: There it is. One moment.





*Alright. Let me know once you've returned the signed letter. I'll be on standby*

AMK: OK. Should be just a minute.



Ok

AMK: Sent!



*Alright. Kindly send me a schedule showing your hours of availability for training and orientation.*

AMK: I am available 9AM-8PM CST every weekday in November. I PREFER after noon, but whatever works best for you, works best for me. In December, I am equally available other than during the holidays.



*Alright. You will be required to report daily to the immediate Supervisor that will be assigned to you.*

*He/She would assign tasks and you would be required to work according to instructions.*

*You will be commencing orientation and training on Wednesday at 10AM CST when you must have received your working materials and it would be done via video conference call with your online supervisor / trainer.*

*During your orientation and training one of the organisation's supervisors will put you through our company's guidelines under US Human Resources Laws and Regulations, our style requirements, copyright and privacy laws.*

*The company will provide you a Laptop and the required softwares for the job and training to ensure you are up and running. You will also be working with a time tracker to calculate your hours devoted as this is an online work from home.*

*The funds for these items will be provided and you will be referred to a vendor for the purchase of these items. A paycheck will be sent to you once approved.*

*Please note that all assignments must be done on the laptop okay?*

AMK: Sounds great!



*Once you receive the check you are to have it deposited into your account via your bank mobile app. The funds will be credited and available the following day for you to withdraw and make purchase. Once the funds is available, you will make purchase of the items which will be delivered to your doorstep by the vendor/shipper.*

*All working materials will come along with the company's official logo on it after the softwares updates and patches has been installed by the vendor. Manual data backups will be performed and data will be secured to meet specific standards.*

*Once you've received the laptop you'll be provided with a pass code consisting of your name and 4 digits which you will use to login to every session...understood?*

AMK: Sounds good.



*Alright. You will be provided with the information regarding the check once forwarded to you. Kindly be on standby*

AMK: Sounds good.



Are you with me?

AMK: I am.



*Kindly check your email to confirm you received the check sent to you. Have it deposited and provide me with a confirmation before we call it a day. I'll be on standby*

AMK: I got the email and can certainly follow the instructions, but I have some questions. Could we possibly talk on the phone? **See offer letter and emailed check below**



*Hi Andrew, Its protocol that all communications between us be via texting for record and reference purposes. Once you've received the laptop I'll provide you with a pass code. During your first session you will be meeting a number of staff including myself and the immediate supervisor that will be assigned to you whose phone contact you will have. If you have questions right now you may ask okay*



**I then called the company and talked to the REAL Sarah Taylor. She had no idea who I was. I then wrote this back:**

SCAM

I haven't heard back.

OFFER LETTER WITH CHECK AND SUCH ATTACHED

1 of 13

## OFFER LETTER

Inbox

alight solution



**Sarah Taylor** <sarahtaylor0604@gmail.com>  
to AndrewMcFadyenKetchum

10:52 AM (1 hour ago)

Hello Andrew,

Attached to this email is your offer letter.

Kindly review, sign and send back for documentation ASAP.

Best Regards

Attachments area



**Andrew  
McFadyen-  
Ketchum**

11:03 AM (57 minutes ago)

Hi Sarah, Thank you so much for offering me the position. Attached are two versions of the signed contract, one signed digitally and one signed by hand. Thank y



**Sarah Taylor**  
to me

11:35 AM (26 minutes ago)

Hi Andrew, Attached to this email is your equipment check.

How to make the deposit;

1. Print out Both the front and back of the check on a regular paper. Sign at the back of the check

2. Logon to your Bank Mobile app.
3. Click on deposit check
4. Take a picture of the front and back of the check.
5. Submit.

You will receive a confirmation email or a verification code of deposit.

NOTE: YOU ARE TO NOTIFY ME WHEN THE DEPOSIT HAS BEEN MADE AND ALSO ATTACH A SCREENSHOT OF THE DEPOSIT TO THIS EMAIL.

Best regards

2 Attachments

