

Happy Days State High School
19 Main Road
Downtown
QLD 4009

April 3, 2023

To Whom It May Concern

This letter is to confirm that Chris Brown has worked at Happy Days SHS for approximately 3 months, during which time she has completed routine administrative tasks on a daily basis in our school administration department.

When Chris first joined our team, I asked her to do some research on suitable time management strategies, and based on this research Chris now uses a Time Management planner and a To-Do list.

Chris always confirms her to do list with me and updates her tasks on her calendar and task manager using Outlook. We meet weekly to debrief and look at what worked and what needs to be improved. Whenever she has difficulty with a task, Chris either comes to me, or consults other more senior staff members, and takes onboard feedback and instructions.

Chris has now had one probationary review over the last 3 months, and has taken on board the feedback discussed. As a result, I have noticed ongoing improvement in her standard of work and ability to complete tasks on time and work well within the team.

Chris understands her role, key performance indicators, and job description, and understands how her role relates to the overall company goals, mission, and vision. Chris has become a valued member of our team and works well under my supervision.

I am confident that Chris will continue to develop her skills and will be working unsupervised in the future. Please call me if you would like to discuss this further.

Regards

Mary Jones

Mary Jones
School Administration Manager
Happy Days State High School

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