February 01, 2009

To Whom it may concern,

Diamond Lambert began employment in Media Services at The College of Southern Nevada September 2008. Her job title is Student Worker – Media Services and is paid hourly on a semester by semester contract.

Diamond Lambert's immediate supervisor Raphael Torres has reported to me Andrew McJimson (Manager). I have since been in observance and agree on his reporting. Diamond Lambert, has provided specific operational support in her assignment in Media Services. This includes, ensuring Faculty and Staff, Multimedia requests are delivered, set-up and functioning in a timely manner. These duties have been carried out by Diamond demonstrating she is, responsible, courteous enthusiastic and have a good attitude.

For students to be considered and hired in our department, they must have an above grade point average and maintain it. Diamond's grades indicate she can be employed and maintain a very good grade point average.

Elements student workers are rated on are:

Attendance

Attitude

Communication Skills

Cooperation

Working Relations

Dependability

Enthusiasm

Telephone Etiquette

Standing Orders - Accuracy

Standing Orders – Response Time

Standing Orders – Handled / Period

Should there be any questions regarding her work ethics or character, please contact me personally,

Yours Faithfully,

Andrew McJimson
Academic Technology, Multimedia Manager
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