

August 21, 2009

TO WHOM IT MAY CONCERN

I am pleased to introduce you to Penny Haynes, and encourage you to provide a genuine review of her qualifications as it relates to your staff position.

Ms. Haynes held a middle management position and achieved the unachievable when under my supervision. This position required effective organization of data coming from several different sources within the corporate hierarchy.

The highlight of her effectiveness was the creation and organization of cost center databases for input of information from a manufacturing process environment for the control and assimilation of quality management systems. The end result of her thoroughness was our company attaining ISO 9001:2000 Quality Certification for our corporate manufacturing processes.

Her direct assistance to my Quality Manager's position was the clarity of her work and the quick reference guidelines created for my review and root cause analysis.

Ms. Haynes effectively organized large quantities of data; trained in-line employees to enter data correctly, and responded to recommendations on an immediate basis. In doing so, she gained the confidence and absolute trust of fellow employees.

Her skill levels with the realities of today's internet market requirements and the overall utilization by corporate divisions of this technology is a plus factor that gives her an even greater scope of productivity and responsibility.

I hope your staff needs will be honored. My recommendation features Ms. Haynes as a tremendous employee for your organization.

Sincerely,

Robert McAlister
770-403-1104
bobm7@tds.net

During the time I was employed by Heidelberg, U.S.A. as Operations Manager, Remarketed Equipment, Penny Haynes was one of the Coordinators of Remarketed Equipment who reported to me. Penny was always extremely knowledgeable and dependable in all her duties and excelled in working with the development of a database used by the department to track equipment coming into inventory as a trade-in, returned and repossessed equipment through to the resale. Each reason the equipment came into inventory required different tracking methods. This was essential to the smooth operation of the department. It was also necessary to track refurbishment processes of some equipment before resale. The database would not have been successfully created and operated without Penny's skills, knowledge and her ability to work with the IT department to link the necessary data from the SAP software system to the database.

Along with her skills in anything related to computer systems and databases, she was someone who could always be counted on to provide assistance wherever and whenever needed inside and outside the department. Penny was a valuable asset to me in the management of the department.

June Daywalt
2524 Waterstone Way
Marietta, GA 30062
770-973-7116
daywaltja@hotmail.com

September 24, 2010

Robin D. Ader, Assistant Manager of Administration
U. S. Census Bureau
Local Census Office 2952
480 N. Main Street, Suite 204
Alpharetta, GA 30009

To Whom It May Concern,

Ms. Penny Haynes was hired as Receptionist to our Local Census Office on September 21, 2009. She immediately began to impress me, as her manager, with her initiative and creativity in establishing filing systems for shipping, communications and visitor logs. Throughout the one-year operational cycle of this office, surviving her promotion to other duties, the system established in those early days by Ms. Haynes provided time savings and allowed us efficiency of operations.

In January, 2010, I promoted Ms. Haynes to my Office Operations Supervisor (OOS). Once again, she provided invaluable support to the entire Administrative mission within the office: hiring, payroll, and assignment of personnel to job function.

At the height of field operations, two additional OOSs were hired to effect 24/7 office operations. Ms. Haynes acted as Senior OOS, a position in which she continued until the conclusion of operation at this office.

I recommend Ms. Haynes for any functions in the Administrative area including supervisory and managerial duties, and would, without hesitation, hire her again.

Most sincerely,



Robin D. Ader

Dear Sir:

I had the pleasure of working with Penny at T&D Remarketed Services (later named TD Global Group). My responsibility was to develop and manage a world class refurbishment program for large commercial printing machinery with our sole client being Heidelberg, the most respected printing press manufacturer in the world. Penny Haynes and I worked very closely as this program was developed. Penny was able to take my vision and create an interactive program which guided technicians through the refurbishment process. A database was linked to this program that was so efficient and far reaching, that every aspect of work instruction, accountability, capturing time, critical decision making, tracking, communication, and customer satisfaction could be reported and analyzed in a variety of ways. The program and database Penny created made it very easy for our company to attain the ISO 9001 Quality Management System certification.

Penny's bright personality makes her a joy to work with. She eagerly accepts new tasks and attacks them in an organized fashion to do the best job possible. She works very well with others and would be an asset to any company fortunate enough to attain her services.

Regards,
Terry Waldrop
Global Offset Technical Solutions
404-509-1633 cell
terry@globaloffset.com



A *Johnson* & SCHULTZ CO.

EVALUATION AND PERFORMANCE WORKSHEET

Employee Name: Penny Haynes		Manager: Donna Johnson and Lisa Schultz	
Department: BWT (J&S)	Position: Assistant Manager	Time in This Classification Years Months 8	Employment Date: 04/05/2012

INSTRUCTIONS

1. All employees should be appraised at least annually.
2. Use in conjunction with the Merit Review Program.
3. Review employee's work performance for the entire period; refrain from basing judgment on recent events or isolated incidents only.
4. Do not allow personal feelings to govern your rating. Disregard your general impression of the employee.
5. Consider the employee on the basis of the standards you expect to be met for the job. Place a check by the area you feel best describes the employee's performance since the last appraisal.
6. Reason must be given for each factor to substantiate area checked.

QUALITY OF WORK – Consider standard of workmanship, accuracy, neatness, skill, thoroughness, economy of materials, organization of job.

- ☐ Fully meets job requirements
 ☐ Unsatisfactory Does Not Meet Minimum Requirements
 ☐ Meets Minimum Requirements
 ☒ Exceeds job Requirements
 ☐ Other (Specify)

Reason: If Employee recognizes needed corrections, Employee handles corrections with ease. Employee strives for excellence, accuracy and timeliness at all times.

VOLUME OF WORK – Consider use of time, the volume of work accomplished and ability to meet schedules, under normal conditions.

- ☐ Does Not Meet Job Requirements
 ☒ Exceeds Job Requirements
 ☐ Meets Minimum Job Requirements
 ☐ Fully Meets Job Requirements
 ☐ Other (Specify)

Reason: Exceeds. The programming is a challenging undertaking with a final goal of adjoining our internal process together. Employee continues to excel in developmental phases of the task.

ADAPTABILITY – Consider ability to meet changing conditions and situations, ease with which the employee learns new duties and assignments.

- ☐ Improvement needed
 ☒ Satisfactory
 ☐ Outstanding
 ☐ Very Good

Reason: While employee is in process of a significant programming (CORE), Employee needs to carve out more time on either supervising or delegating to ensure work is completed by others in accordance with Employees's higher expectations.

JUDGMENT– Consider ability to evaluate relative merit of ideas or facts and arrive at sound conclusions, ability to decide correct course of action when some choice can be made.

☐ Very Good

☐ Needs Much
Improvement

☐ Satisfactory

☒ Outstanding

Reason: Employee exercises excellent judgment and works toward follow through on all projects.

JOB KNOWLEDGE and SKILL – Consider understanding of job procedures and methods, ability to acquire necessary skills, expertness in doing assigned and utilization of background for job.

☐ Fully Meets Job
Requirements

☐ Improvement
Needed

☐ Meets Minimum
Job Requirements

☒ Exceeds Job
Requirements

Reason: Employee has mastered follow through. Work harder on motivated employees to be more responsible to you. The technical portion of assignments can't be surpassed. Great job.

ATTITUDE – Consider cooperation with supervisor and co-workers; receptiveness to suggestions and constructive criticisms; attitude toward company; enthusiasm in attempts to improve performance.

☒ Exceeds Job
Requirements

☐ Fully Meets Job
Requirements

☐ Meets Minimum Job
Requirements

☐ Improvement
Needed

Reason: Excellent!

TEAM EFFORT and LEADERSHIP - Consider ability to inspire teamwork, enthusiasm to work towards a common objective, desire to assume responsibility, ability to originate or develop ideas and get things started, ability to train others.

☐ Does Not Meet Job
Requirements

☒ Exceeds Job
Requirements

☐ Meets Minimum
Job Requirements

☐ Fully Meets
Job Requirements

Reason: Work harder on training by devoting one-on-one time for training as other employees tend to learn at different paces.

PRESENT STATUS – NEEDS - PLAN OF ACTION

OVERALL EFFECTIVENESS – Considering the amount of experience on present job, check the rating which most nearly describes **total** current performance.

☒ Exceeds Job
Requirements

☐ Does Not Meet
Job Requirements

☐ Fully Meets
Job Requirements

☐ Meets Minimum
Job Requirement

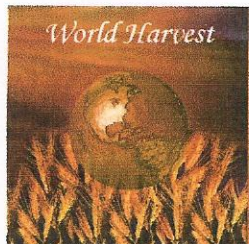
SELF-DEVELOPMENT ACTIVITIES OF THIS EMPLOYEE (To be completed during interview)

One of the most excellent reviews we've ever written, a pleasure for us. Work on developing personal employment relationships to ensure all employees are working toward common goals.

GIVE SPECIFIC PLANS YOU AND YOUR EMPLOYEE HAVE MADE TO IMPROVE WORK PERFORMANCE

Forward completed performance appraisal to designated approval authority for additional input before reviewing with subject employee. After appraisal is approved, review contents of appraisal with subject employee and complete section concerning specific plans to improve performance. Have the employee sign the form and then forward original appraisal to the Human Resource Department.

EVALUATED BY:	TITLE:	DATE:
APPROVED:	TITLE:	DATE:
EMPLOYEE'S SIGNATURE	TITLE:	DATE:



World Harvest Church
International

Bishop Lance Johnson

June 21, 2004

To whom it may concern,

It is with great pleasure that I highly recommend Penny Haynes to you. It's not often that you meet someone with such an amazing combination of talent and integrity.

I have known Penny for many years. She is one of the finest of Christian women. While employed here at World Harvest Church International, Penny was an amazing multi-task person. She was our Media Director, which entailed directing, editing and producing our television programs as well as our commercials. She also was the supervisor over our multi-media teams, which includes sound techs, camera people, communications and prayer. As Media Director she was responsible for product development, marketing and advertising. She did an outstanding job!

Penny was involved in many facets of our church. She was my assistant and was an excellent one. She was also our Adult Christian Education Director, discipleship teacher, praise & worship leader, singles co-pastor, as well as a leader in our teen and children's ministries. She also wrote discipleship curriculum for our education department.

In all of these areas her work was exceptional. Penny was also very prompt, dependable and honest. We found her to be very efficient, creative, good organizer with a great personality. We were honored to have her on our team.

You may feel free to contact me for any further information about Penny that you may desire.

Sincerely,

Bishop Lance Johnson

JLJ:mds



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Canton, GA 30115
678-880-9654 (p)
678-880-9751 (f)
<http://BethesdaCommunityClinic.org>

September 17, 2013

To Whom it May Concern:

I am writing this letter on behalf of Penny Haynes who is seeking a position with your company. I have known her for five years and had the privilege of working with her in the start up of our non-profit, safety-net clinic. Penny voluntarily created our website, handled administrative duties, trained and oversaw volunteers, and became a voice in the community promoting the clinic and raising essential start-up funds.

Penny is a highly motivated, skilled performer. I recommend hiring her as she would be a great addition to your staff. Please feel free to call if you have any further questions.

Sincerely,

Karen Fegely, FNP-C
Executive Director

Summary Report for Penny Haynes

Tests Name: Business Etiquette				
Date	Questions Correct	Score		
9/18/2013	33 out of 37	89%		
Tests Name: Business Writing				
Date	Questions Correct	Score		
9/18/2013	35 out of 38	92%		
Tests Name: Express Administration Math				
Date	Questions Correct	Score		
9/18/2013	5 out of 5	100%		
Tests Name: Express Comparison				
Date	Questions Correct	Score		
9/18/2013	10 out of 10	100%		
Tests Name: Express Filing				
Date	Questions Correct	Score		
9/18/2013	12 out of 12	100%		
Tests Name: Express Spelling				
Date	Questions Correct	Score		
9/18/2013	48 out of 50	96%		
Tests Name: Microsoft Excel 2010 - Normal User				
Date	Questions Correct	Score		
9/18/2013	26 out of 30	87%		
Tests Name: Microsoft Outlook 2010				
Date	Questions Correct	Score		
9/18/2013	27 out of 30	90%		
Tests Name: Microsoft PowerPoint 2010 - Normal User				
Date	Questions Correct	Score		
9/18/2013	26 out of 30	87%		
Tests Name: Microsoft Word 2010 - Normal User				
Date	Questions Correct	Score		
9/18/2013	26 out of 30	87%		
Tests Name: Typing - General [1 Minute Onscreen]				
Date	Elapsed Time	Raw WPM	Average mistakes per minute	Adjusted WPM
9/20/2013	00:01:00	96	1	95