

Memo

To: Kylie Conway, Information Technologist

From: EDO

Date: November 19th, 2013

Re: Follow-Up/Deadlines for completion

In reviewing the many tasks we had identified as priorities for your position, I have noticed very little to no progress being made. This memo serves as a reminder for incomplete or outstanding tasks, including deadlines for completion. Should you have any questions, please feel free to see me.

1. As discussed on several occasions, including during the 3-month evaluation follow-up, conducted in October 2013; we agreed that you would devise a plan and begin organizing the server room so that all computers, equipment and peripherals could be stored neatly and safely on shelving units. If having shelving build in house is proving to be difficult, please review, either Office Central or United Supply for appropriate shelving and storage. Prepare a purchase order accordingly. Prepare a work order for the installation of the shelving units based on delivery dates. If you require assistance, please see me.

Deadline: Thursday, November 21, 2013

2. Clean/Organize your office. Request assistance from Gilles if necessary. Maintain order and cleanliness at all times from this point forward.

Deadline: Friday Nov. 22, 2013

3. Promote the availability of Microsoft Office training to staff. Monthly email reminders to staff would be great. Lee-Ann is interested in Excel; discuss a potential training schedule work her.

Deadline: On-going/continuous – Starting immediately

4. Promote the availability of Microsoft Office training to the membership and/or provide resources and handouts at the CAP site computers. Offer Tips/Cheats for easier computer use; a weekly "Did you know?" section in the flyer.

Deadline: On-going/weekly – starting immediately

5. For the time being, please submit weekly reports, in point form or calendar form, outlining of your daily tasks.

Friday of each week

Kylie, we value your presence here and appreciate your solid skill set and knowledge of the IT field. We also appreciate that you have taken on the important role of Operator in Training;

that being said, we hold your role as Information Technologist at the same level of importance. We want to encourage your growth within the organization in any way possible; if there is a reason for your past inability to complete tasks, perhaps we can meet to discuss and come to a mutual understanding; otherwise, until we feel that appropriate progress has been made, all requests for additional time off will be denied.