

From J F Bootle

8117 106 Street

Grande Prairie, AB

T8W 2G9

To Whom It May Concern

RE Karen Scribner

I am very pleased to provide a letter of reference for Karen Scribner.

I have found Karen to be very knowledgeable and thorough. Karen has a quiet and effective way about accomplishing her work.

Karen provided human resource expertise, guidance and advice to the Board as required. This involved all aspects of the human resource field.

Karen provided service to all levels of the organization including the Board, executive, professional staff and occupational staff.

Karen approaches all her tasks in a professional manner. She is very dedicated to her employer.

I approached Karen to volunteer to help a non profit organization to hire a new executive director. During this volunteer activity, Karen slowed the board down and taught them the needed skills in the recruiting process. This included but limited to basic human resource training in recruiting, helped them develop an interview guide, coached them on interviewing techniques and how to do reference verifications.

My working experience with Karen has shown me her skills on the job and her sharing skills and knowledge with a volunteer non profit organization.

For these reasons, I feel confident in recommending Karen Scribner for the services her company offers.

Sincerely

A handwritten signature in blue ink, appearing to read 'J F Bootle', is written over the word 'Sincerely'.

J F Bootle

Board Chair Grande Prairie Regional College Dec. 2002 to Apr. 2008