

MEMORANDUM



UNICOR

Federal Prison Industries
Dublin, CA 94568

Date: November 24, 1998

Reply to
Attn of: Frank Shaffer
System AdministratorSubject: Hamedah Hasan (13847-047)
Work Evaluation

To: Whom It May Concern

I have known Ms. Hasan since she started work at UNICOR, Dublin June 12, 1998, in the capacity of the payroll clerk for the Industries Business Office.

It was my pleasure to instruct Ms. Hasan in the use of the automated inmate payroll system. Although having no prior experience with her tasks, she readily grasp the fundamentals. Her questions were valid and to the point. I rarely had to explain anything twice to her.

Ms Hasan is responsible for inputting and reconciling the time records for the entire UNICOR inmate work force, consisting of over 260 workers. She was quickly able to accomplish the job on her own with little supervision. She also was able to recognize the anomalies which sometime occur with her job, and take the appropriate remedial action.

At times it has been necessary to ask Ms. Hasan to perform tasks unrelated to her assigned duties, and she undertook these cheerfully and without hesitation.

I have found Ms. Hasan to be a competent and reliable worker. She tends to her assigned duties to the exclusion of distractions present. When she has idle time, she uses it to better herself by learning new skills in the ADP factory. She has a sunny disposition which markedly improved the atmosphere of the business office.

