



KENYATTA UNIVERSITY

OFFICE OF THE REGISTRAR (ADMINISTRATION)

15th December, 2016

To Whom It May Concern:

SUBJECT: RECOMMENDATION LETTER-GACHERU YVONNE WANJIRU

This is to confirm that Gacheru Yvonne Wanjiru a student St. Paul's University was on Industrial Attachment in this Institution. She was attached to the Administration Division HR Section (Recruitment), from 21st September-16th December, 2016.

During her attachment she covered the following areas:-

- Analysis of Applications
- Preparation of applications for shortlisting Committee Consideration
- Documentation of shortlisted candidates for interview
- Opening of files for successful candidates after interview
- Processing of requests for renewal of contracts for staff members
- Processing of requests for promotion of staff members
- General Registry procedures
- Brief writing
- Personnel Registry procedures

During her stay she proved to be a good team player keen on her duties. She has also proved to be a fast learner and meets deadlines. She is responsible, hardworking and has self determination. It is therefore, with no reservation that I recommend her to any future employer.

A handwritten signature in black ink, appearing to be 'S. M. Mwai', written over a horizontal line.

S. M. MWAI

SENIOR ASSISTANT REGISTRAR (PERSONNEL SECTION)

