



HLWW Public Schools
Employment Recommendation Form

Date: 1/10/24

Name of Applicant: Cyntia Laxen

Recommended By: Jim Schimelpfenig

Title of Position: SPED Para-professional

Location: Middle School

Step/Lane: 1

Position Supervised By: Jim Schimelpfenig

Pay Rate (hourly employees): \$17.71

Position Term Description (part time, full time, year-round, school year, etc) 7 hours per day

Is applicant replacing someone or is this a new hire? Added in the fall due to increased need.

Top Priorities for the Position:

1. Meet needs of students
2. Meet needs of Sped teachers
3. Best fit for the Middle School staff

Number of Applicants: 1

Number of Candidates Interviewed: 1

Interview Team: Jim Schimelpfenig, Kelly Klima

Educational Background of Candidate: Graduate of Dassel Cokato High School

Employment Background of Candidate: Americ Inn Mankato, Troubles Howard Lake

Administrative Recommendation (include qualities that applicant brings to the position):

Cynthia has a strong work ethic and a willingness to learn.

Previous Tenure (teaching positions ONLY) Yes _____ No _____

Supervisor Signature Jim Schimelpfenig Date 1/10/24

Office Use ONLY

Copy to HR (prior to board meeting) _____

Copy to Employee _____ Date of HR Meeting _____

Union Steward Contacted (where applicable) _____