



**HLWW Public Schools**  
Employment Recommendation Form

Date: 4/24/25

Name of Applicant: **Hallie Hoff**

Recommended By: Jen Olson

Title of Position: SLPA

Location: Humphrey Elementary

Step/Lane: Step 1

Position Supervised By: Jen Olson

Pay Rate (hourly employees): \$28/hour

Position Term Description (part time, full time, year-round, school year, etc): *full time position, per contract, replacement for retirement/resignation.*

Top Priorities for the Position:

- 1. Commitment to support student learning and language**
- 2. Strong communication skills and the ability to follow routines/schedules**
- 3. Organized and detail oriented**
- 4. Flexibility and willingness to learn**

Number of Applicants: 3

Number of Candidates Interviewed: 3

Interview Team: *Jen Olson, Kelly Klima, Darla Mackedanz, Jen Borrell*

Educational Background of Candidate: SLPA Certificate, Alexandria Technical College, Alexandria MN

Employment Background of Candidate: *In addition to program internship experiences, Hallie has teaching experiences in a daycare setting.*

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

*Hallie is positive, flexible, motivated and willing to learn, and has a desire to help students be successful.*

Previous Tenure (teaching positions ONLY) Yes \_\_\_\_\_ No \_\_\_\_\_

Supervisor Signature *Jennifer Olson* Date 4/24/25

*Office Use ONLY*

Copy to HR (prior to board meeting) \_\_\_\_\_

Copy to Employee \_\_\_\_\_ Date of HR Meeting \_\_\_\_\_

Union Steward Contacted (where applicable) \_\_\_\_\_