



HLWW Public Schools

Employment Recommendation Form

Date: 1/12/2024

Name of Applicant: James Parkin

Recommended By: Joe McKee

Title of Position: Lead Custodian

Location: Humphrey Elementary

Step/Lane: C

Position Supervised By: Joe McKee

Pay Rate (hourly employees): \$22.75

Position Term Description (part time, full time, year-round, school year, etc)

Full Time, year-round

Is applicant replacing someone or is this a new hire?

Replacing Jerome Sopkowiak

Top Priorities for the Position:

1. **Maintain a clean and safe environment**
2. **Address teacher concerns in a timely manner**
3. **Communicate and direct night cleaning activities**
4. **Facility maintenance**

Number of Applicants: 5

Number of Candidates Interviewed: 4

Interview Team: Joe McKee

Educational Background of Candidate:

Hs Diploma

Employment Background of Candidate:

16 years' experience as a custodian for Spring Lake Park

Administrative Recommendation (include qualities that applicant brings to the position): Very organized, workload prioritization skills, good oral and written communication skills.

Previous Tenure (teaching positions ONLY) Yes _____ No _____

Supervisor Signature  Date 1/12/24

<p><i>Office Use ONLY</i></p> <p>Copy to HR (prior to board meeting) _____</p> <p>Copy to Employee _____ Date of HR Meeting _____</p> <p>Union Steward Contacted (where applicable) _____</p>
