



HLWW Public Schools
Employment Recommendation Form

Date: 8/28/25

Name of Applicant: **Jessica Donner**

Recommended By: Jen Olson

Title of Position: Paraprofessional

Location: Humphrey Elementary

Step/Lane: Step 1

Position Supervised By: Jen Olson

Pay Rate (hourly employees): \$18.70/hour

Position Term Description (part time, full time, year-round, school year, etc): *7.5 hour position, replacement for Jessica Thom (movement between buildings). Formal start date is 8/30/25.*

Top Priorities for the Position:

- 1. Commitment to support student learning (academic, behavioral and social-emotional growth)**
- 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: 10

Number of Candidates Interviewed: 7

Interview Team: *Jen Olson*

Educational Background of Candidate: *High School diploma*

Employment Background of Candidate: *Jessica has extensive familiarity assisting in a home daycare setting prior to moving to MN.*

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

*Jessica is enthusiastic, positive, curious and wanting to make a difference for students. **Highly qualified status has not previously been met and will be working on securing HQ in September 2025 with HLWW HR.***

Previous Tenure (teaching positions ONLY) Yes _____ No _____

Supervisor Signature *Jennifer Olson* Date 8/18/25

Office Use ONLY

Copy to HR (prior to board meeting) _____

Copy to Employee _____ Date of HR Meeting _____

Union Steward Contacted (where applicable) _____