



HLWW Public Schools
Employment Recommendation Form

Date: 08/23/2024

Name of Applicant: Keith Say

Recommended By: Joe McKee

Title of Position: Lead Night Custodian

Location: Highschool/Middle School

Step/Lane: D

Position Supervised By: Joe McKee

Pay Rate (hourly employees): \$24.20

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 New Hire

Top Priorities for the Position:

1. **Maintain a clean and safe environment**
2. **Address teacher concerns in a timely manner**
3. **Communicate with day time personnel for additional tasks**
4. **Facility maintenance**

Number of Applicants: 1

Number of Candidates Interviewed: 1

Interview Team: Joe McKee/Stephanie Keuhn

Educational Background of Candidate:

Hs Diploma

Employment Background of Candidate:

Multiple Years cleaning experience, owned his own cleaning company, has multiple years maintenance

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 8/23/24

Office Use ONLY

Copy to HR (prior to board meeting) _____

Copy to Employee _____ Date of HR Meeting _____

Union Steward Contacted (where applicable) _____