



HLWW Public Schools Employment Recommendation Form

Date: 10/2/2023

Name of Applicant: **ASHLEY HARTMAN**

Recommended By: Jen Olson

Title of Position: Para

Location: Humphrey Elementary

Step/Lane: Step 1, \$17/71/hour

Position Supervised By: Jen Olson

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

Part time, 2 hours/day

Is applicant replacing someone or is this a new hire?

New hire

Top Priorities for the Position:

- 1. Willingness to learn**
- 2. Strong communication skills**
- 3. Organized and detail oriented**
- 4. Flexibility, collegiality and professionalism**

Number of Applicants: 3

Number of Candidates Interviewed: 3

Interview Team: *Jen Olson, Linda Wharram and Jim Schimelpfenig*

Educational Background of Candidate:

HS Diploma, Orono HS, MN

Employment Background of Candidate:

Ashley has worked as an in home child-care provider, and held a positions within the food service industry. She is also currently employed with HLWW in the food service department.

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

Ashley has a willingness to learn and serve/support students, and is familiar with Humphrey and the school district.

Supervisor Signature *Jennifer Olson*

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