



HLWW Public Schools
Employment Recommendation Form

Date: May 4, 2021

Name of Applicant: Amanda Koblitz

Recommended By: Jim Schimelpfenig

Title of Position: MS Secretary

Location: Middle School

Step/Lane: Step 7

Position Supervised By: Jim Schimelpfenig

Pay Rate (hourly employees): \$20.59

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

Full time for 219 days

Is applicant replacing someone or is this a new hire? Replacing Tiffany VerHey

Top Priorities for the Position:

1. **Experience with technology and data management systems**
2. **Ability to work independently and as a team**
3. **Experience working with scheduling**
4. **Outgoing personality**

Number of Applicants: 30

Number of Candidates Interviewed: 5

Interview Team: Jim Schimelpfenig, Tami Bangasser, Amy Kornovich

Educational Background of Candidate: Bachelor of Science Degree from Minnesota State University Winona in public health

Employment Background of Candidate: Viterbo University Admissions Specialist and University of Wisconsin La Crosse Catalog, Curriculum and Scheduling Coordinator

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

In addition to her outgoing personality Ms. Koblitz has experience in student information systems and a strong desire to continue her work in an educational setting.

Previous Tenure (teaching positions ONLY) Yes _____ No _____

Supervisor Signature _____ Date _____

Office Use ONLY

Copy to HR (prior to board meeting) _____

Copy to Employee _____ Date of HR Meeting _____

Union Steward Contacted (where applicable) _____

7/2/2018