



HLWW Public Schools
Employment Recommendation Form

Date: 09/01/2025

Name of Applicant: Rik Lee

Recommended By: Joe McKee

Title of Position: Full-time Night Custodian

Location: HS/MS

Step/Lane: D

Position Supervised By: Joe McKee

Pay Rate (hourly employees): \$21.75

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: Barb Say

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**

Number of Applicants: 1

Number of Candidates Interviewed: 1

Interview Team: Joe McKee

Educational Background of Candidate:

Hs Diploma

Employment Background of Candidate:

Has Proven work history with Longevity with HLWW

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 9/3/25

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