



**HLWW Public Schools**  
Employment Recommendation Form

Date: 08/23/2024

Name of Applicant: Barb Say

Recommended By: Joe McKee

Title of Position: Night Custodian

Location: Highschool/Middle School

Step/Lane: D

Position Supervised By: Joe McKee

Pay Rate (hourly employees): \$20.40

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**

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, Previous ISD 2687 employee and did satisfactory work

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

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