

Emily Kilmer

Memorandum

To: Dr. Ryan Glaze

From: Melissa Kikta - Tipton Middle School Principal

Date: 4/7/2022

Subject: Recommendation for Hire

I would like to formally request to hire Emily Kilmer for our new College and Careers/Ag Education position. Ms. Kilmer was selected from a committee including Jessica Mars, Stacey Hartley, Glen Castor, John Ayars, and Melissa Kikta. The committee reviewed the two applications that were submitted and interviewed two applicants.

Ms. Kilmer has a strong background in FFA activities, Agriculture Education, and 4-H. Her references said that she has a strong willingness to improve and took feedback well. She has proven to take initiative in her growth as a teacher and her ability to work collaboratively with her co-workers. I think she will be a great addition to our team.

Attachments:

Employee Recommendation Checklist
Application packet
Interview notes

Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Melissa Kikta

Date: 4/7/2022

Person Recommended: Emily Kilmer

Address: 6437 W 800 S Brookston, IN 47923

Phone Number(s) 219-869-4908

Position Recommended: College and Careers/Ag

Start Date: August 2022

Certified

Has Position Been Posted X

Letter of Recommendation X

Resume X

Completed Application X

Background Check _____

Checked References X

Job Description X

Letter of Interest X

License X

Transcript X

Years Exp. 0

Degree BS

Classified/Coaching

Has Position Been Posted _____

Letter of Recommendation _____

Resume _____

Completed Application _____

Background Check _____

Checked References _____

Job Description _____

[Handwritten signature]
\$ 47,144.00
20 day verbal contract