

*Snohomish School District #201*

**RECOMMENDATION FOR  
SUBSTITUTE EMPLOYMENT**

**\*\*\*\*PREVIOUS EMPLOYEE\*\*\*\***

☐ **Guest Teacher**

☐ **Sub Custodian**

☒ **Sub Para Educator**

☐ **Sub Bus Driver**

Name: Linda McIlrath DOB: [REDACTED]

Email: [REDACTED] Phone: [REDACTED]

Name Key: MCILRLIN001 Date: 9/18/18

Approved By: [Signature] Date: 9/18/18

Copy to: ☒ Payroll ☒ Sub Services Date: 9/18/18

**SEE PREVIOUS EMPLOYEE FILE  
FOR PAPERWORK**

9/15

9/16

9/20

9/21

9/22

9/23

9/27

9/28

9/29

9/30

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10/13

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19<sup>th</sup> 29<sup>th</sup>

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various.

15

***Snohomish School District #201***

**RECOMMENDATION FOR  
SUBSTITUTE PARA-ED  
EMPLOYMENT**

Name Linda McIlrath DOB [REDACTED]

Email: [REDACTED] Phone: [REDACTED]

Passed Sub Para-Ed test? ☒ Yes ☐ No Date Tested 10-1-13

WATCH Check Run: ☒ Clear: ☒ Date: 12-13-13 HR Initial: [Signature]

Pre-Employment Forms Completed: Date: 12-17-13 HR Initial: [Signature]

HRS Approval: [Signature] Date: 12/17/13

Entered in HRM+: Date: 12-17-13 HR Initial: [Signature]

Name key MCILRLIN001 HR Initial: dmrb

Copy to: ☒ Payroll ☒ Sub Services Date: 12/18/13

Fingerprints Mailed: Date: 12-17-13 [Signature]

SOL ☐ New ☒ Y ☐ N Safe School ☐ 1<sup>st</sup> Aid/CPR ☐ Orientation ☐ Complete: Date \_\_\_\_\_

# HEARTSAVER FIRST AID CPR AED

Heartsaver®  
First Aid CPR AED



American  
Heart  
Association.

**LINDA MCILRATH**

The above individual has successfully completed the objectives and skills evaluations in accordance with the curriculum of the AHA Heartsaver First Aid CPR AED Program. Optional completed modules are those **NOT** marked out:

Child CPR AED	Infant CPR	Exam
9/24/16		9/24/18
Issue Date		Recommended Renewal Date

# HEARTSAVER FIRST AID CPR AED

Training Center Name LifeTek TC TC ID # WA15093

TC Info www.lifetekinc.com TC TC  
Mt. Vernon, WA 98273 855-4GIVE-CPR

Course Location Snohomish FD #4

Instructor Name Jason Leighty Inst. ID # 12110067832

Holder's Signature \_\_\_\_\_

© 2015 American Heart Association Tampering with this card will alter its appearance. 15-1812

Strike through the modules **NOT** completed.

This card contains unique security features to protect against forgery.

15-1812 2/16

*[Handwritten signature]*

**Snohomish School District No. 201**  
**1601 Avenue D**  
**Snohomish, WA 98290**

**To:** Classified Substitutes  
**From:** Trisha Palm – Administrative Assistant, Guest Teaching  
**Date:** **May 31, 2016**  
**Re:** **NOTIFICATION OF REASONABLE ASSURANCE OF EMPLOYMENT IN 2016-2017**

We are pleased to notify you that you are expected to have reasonable assurance of returning with the Snohomish School District No. 201 as a classified substitute on an on-call, as needed basis for the 2016-17 school year.

Employment with our district calls for several customary vacation/recess periods during the school year. Following each of these periods as established by the 2016 - 2017 school calendar, you will remain as a substitute para-educator for our district.

Summer Break (2015-2016)	June 20, 2016 through September 6, 2016
Winter Break	December 17, 2016 – January 2, 2017
Spring Break	April 3-7, 2017
Summer Break (2016-2017)	TBD*

\*The 2016-17 calendar can be found on the district web site upon finalization

In accordance with RCW 50.44.050, this notice will result in denial of unemployment benefits.

This notice is not intended to create a contract of employment or to alter an existing contract of employment, if any.

If you have any questions, please contact Guest Teaching Services at 360-563-7247.

**Please return a completed copy of this form to Guest Teaching Services no later than **June 17, 2016** even if you do not plan to return next year.**

**VERIFICATION OF RECEIPT**

I hereby acknowledge receipt of this notice.

I wish to be a classified substitute for the 2016 – 2017 school year: ☒ Yes ☐ No

Did you substitute in another school district during the 2015-2016 school year?

☐ Yes ☒ No

*Linda P. McIlrath*

Employee Signature

LINDA P. McILRATH

Employee Printed Name

06-01-2016

Date

**Snohomish School District No. 201  
1601 Avenue D  
Snohomish, WA 98290**

**To:** Classified Substitutes  
**From:** Shalynn Horton – Administrative Assistant, Guest Teaching  
**Date:** June 1, 2015  
**Re:** **NOTIFICATION OF REASONABLE ASSURANCE OF EMPLOYMENT IN 2015-2016**

We are pleased to notify you that you are expected to have reasonable assurance of returning with the Snohomish School District No. 201 as a classified substitute on an on-call, as needed basis for the 2015-16 school year.

Employment with our district calls for several customary vacation/recess periods during the school year. Following each of these periods as established by the 2015 - 2016 school calendar, you will remain as a substitute para-educator for our district.

Summer Break (2014-2015)	June 16, 2015 through September 8, 2015
Winter Break	December 19, 2015 – January 3, 2016
Spring Break	April 4-8, 2016
Summer Break (2015-2016)	TBD*

\*The 2015-16 calendar can be found on the district web site upon finalization

In accordance with RCW 50.44.050, this notice will result in denial of unemployment benefits.

This notice is not intended to create a contract of employment or to alter an existing contract of employment, if any.

If you have any questions, please contact Guest Teaching Services at 360-563-7259.

**Please return a completed copy of this form to Guest Teaching Services no later than July 31, 2015 even if you do not plan to return next year.**

**VERIFICATION OF RECEIPT**

I hereby acknowledge receipt of this notice.

I wish to be a classified substitute for the 2015 – 2016 school year: ☒ Yes ☐ No

Did you substitute in another school district during the 2014-2015 school year? ☐ Yes ☒ No

  
Employee Signature

LINDA P. MCILRATH  
Employee Printed Name

07-13-15  
Date



**Snohomish School District 201  
1601 Avenue D  
Snohomish, WA 98290**

To: Para Ed/Clerical Substitute  
From: Heidi Ganske, Human Services Classified Analyst  
Date: **June 24, 2014**  
Subject: **Notification of Continued Eligibility for Substitute Classified Employment and Reasonable Assurance of Employment in 2014-2015**

We are pleased to notify you of continued eligibility for employment with the Snohomish School District #201 as a classified substitute, on an on-call, as needed basis for the 2014-2015 school year. You are expected to have continued employment with the District in 2014-2015.

Employment with our district calls for several customary breaks in our work during the school year. Following each of these periods, as established by the 2014-2015 calendar, unless you have indicated otherwise, the District expects to continue to employ you as a classified substitute, on an on-call, as needed basis.

Summer Break (2013-2014)	June 17, 2014 through September 2, 2014
Winter Break	December 22, 2014-January 2, 2015
Spring Break	April 6-10, 2015
Summer Break	TBD*

\*The 2014-15 calendar can be found on the district web site upon finalization.

In accordance with RCW 50.44.050, this notice will result in denial of unemployment benefits.

This notification is not intended to create a contract of employment or to alter an existing contract of employment, if any.

We look forward to your return and hope you have an enjoyable summer vacation.  
If you have any questions, please call Susan Smith in Human Services at 360-563-7247.

**Please submit this form no later than July 31, 2014. Failure to return this notice will result in in-activation from sub system.**

Positions in which you have substituted: ☒ Educational Assistant ☐ Clerical  
☐ Other \_\_\_\_\_

**VERIFICATION OF RECEIPT**

I hereby acknowledge receipt of this notice.

I wish to be a classified substitute for the 2014-2015 school year: ☒ Yes ☐ No

Did you substitute in another school district during the 2013-2014 school year? ☐ Yes ☒ No

*Linda P. McIlrath*

Employee Signature

LINDA P. McILRATH

Employee Printed Name

07-20-2014

Date

Snohomish County Fire  
Protection District # 22



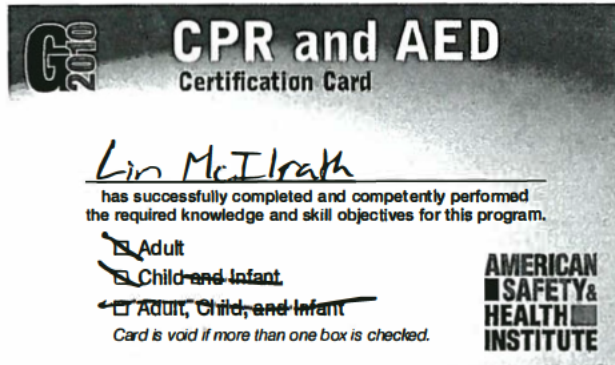
Certificate of Completion

Lin McIlrath  
Basic First Aid Training Meets WAC 296-800-150

Lucas Hughes  
Instructor

Course Date: 5/17/14 Expires 2 years from Course Date

360-659-6400



ASHI-Approved Certification Card

Lucas Hughes  
Authorized Instructor (Print Name)  
68257  
Registry No.  
5/17/14 5/17/16  
Class Completion Date Expiration Date  
(360) 659-6400 SNOC84  
Training Center Phone No. Training Center I.D.

This card certifies the holder has demonstrated the required knowledge and skill objectives to a currently authorized ASHI Instructor. Certification does not guarantee future performance, or imply licensure or credentialing. Course content conforms to the 2010 AHA Guidelines for CPR and ECC, and other evidence-based treatment recommendations. Certification period may not exceed 24 months from class completion date. More frequent reinforcement of skills is recommended.

Lin McIlrath  
Class Sudo



## Policies

# SNOHOMISH SCHOOL DISTRICT #201

Snohomish, Washington

Please access board policies using the following link to the district website.

[http://www.sno.wednet.edu/index.php/school\\_board/district\\_policies/](http://www.sno.wednet.edu/index.php/school_board/district_policies/)

Select policy link buy series number. Scroll to specific policy number to open pdf for viewing.

*You are responsible for their content, so please take time to read through them completely.*

- |     |                           |  |
|-----|---------------------------|--|
| 1.  | <u>Policy No. 2314</u>    | Electronic Information System (Networks)                     |
|     | <u>Policy No. 2314P</u>   | Electronic Information System (Networks) Procedure           |
| 2.  | <u>Policy No. 3207</u>    | Prohibition of Harassment, Intimidation and Bullying         |
| 3.  | <u>Policy No. 3230</u>    | Student Privacy  |
| 4.  | <u>Policy No. 3421</u>    | Child Abuse and Neglect Prevention                           |
|     | <u>Policy No. 3421P</u>   | Child Abuse and Neglect                                      |
|     | <u>Policy No. 3421F</u>   | Report of Suspected Child Abuse or Neglect                   |
| 5.  | <u>Policy No. 5010</u>    | Recruitment, Selection and Assignment: Nondiscrimination     |
|     | <u>Policy No. 5010P</u>   | Recruitment, Selection and Assignment: Nondiscrimination     |
|     | <u>Policy No. 5010F.1</u> | Title IX Discrimination Inquiry Form for Staff               |
| 6.  | <u>Policy No. 5011</u>    | Affirmative Action   |
| 7.  | <u>Policy No. 5130</u>    | Infectious Disease Control                                   |
|     | <u>Policy No. 5130P</u>   | Infectious Disease Control Procedure                         |
| 8.  | <u>Policy No. 5241</u>    | Reporting Improper Governmental Action                       |
|     | <u>Policy No. 5241P</u>   | Reporting Improper Governmental Action Procedure             |
| 9.  | <u>Policy No. 5258</u>    | Drug Free Schools, Community and Workplace                   |
| 10. | <u>Policy No. 5259</u>    | Alcohol and Controlled Substances Program                    |
|     | <u>Policy No. 5259P</u>   | Alcohol and Controlled Substances Program                    |
| 11. | <u>Policy No. 5336</u>    | Use of Tobacco on School Property                            |
| 12. | <u>Policy No. 8361</u>    | Loans of School Owned Equipment and Books                    |
| 13. | <u>Policy No. 8121</u>    | Driver Training and Responsibility – District Owned Vehicles |
| 14. | <u>Policy No. 8700</u>    | Sexual Harassment  |
|     | <u>Policy No. 8700P</u>   | Sexual Harassment Procedure                                  |

LINDA P. McILRATH

Employee name

12-17-13

Date

SNOHOMISH

Location



## WASHINGTON STATE SEXUAL MISCONDUCT DISCLOSURE RELEASE

(District Submits This Form to Previous School District Employer(s))

<b>To:</b>	SCHOOL DISTRICT EMPLOYER	<input checked="" type="checkbox"/> No prior school district employment
	PERSONNEL DEPARTMENT	
	STREET ADDRESS	
	CITY, STATE, ZIP	

The named applicant is under consideration for a position in our district. The Legislature has determined that additional safeguards are necessary in the hiring of school district employees to ensure the safety of Washington's school children. The individual whose name appears below has had previous employment with your organization. As a former employer, we request you provide the information requested on this form within 20 business days as required by state law (RCW 28A.400). Sexual misconduct definitions are found in WAC 181-87 and WAC 181-88. Your assistance is appreciated.

APPLICANT'S NAME (FIRST, MIDDLE, LAST)	
FULL NAME WHEN LAST EMPLOYED WITH ORGANIZATION	
SOCIAL SECURITY NUMBER	CERTIFICATE NO.
APPROXIMATE DATES OF EMPLOYMENT	
POSITION(S)	

I authorize you to release to the school/district listed below, all information related to any acts of sexual misconduct that the school district has made a determination that there is sufficient information to conclude that the abuse or misconduct occurred and that the abuse or misconduct resulted in the employee's leaving his or her position at the school district. Such information includes copies of all related documents, including any rebuttal documents, in personnel, investigative or other files, in accordance with RCW 28A.400. I release the above employer and employees acting on behalf of the employer from any liability for providing information described in this document.

Linda P. McIsaac  
Applicant Signature

12-1-713  
Date

**This section to be completed by former school district employer(s) only.**

- ☐ No sexual misconduct materials were found.  
☐ Yes, sexual misconduct materials are available.  
Please contact for more information.  
☐ No record of employment

Was a complaint of sexual misconduct  
filed with OSPI? ☐ Yes ☐ No

Former Employer Representative Signature

Title

Date

Employing School Receipt Date \_\_\_\_\_ Received By \_\_\_\_\_

**Return all completed information to:**

SCHOOL DISTRICT		(Classified Sub)
Snohomish School District #201, Attention Human Services		
ADDRESS		PHONE
1601 Ave. D		360-563-7233
STATE	ZIP	FAX
Snohomish, WA	98290	360-563-7367

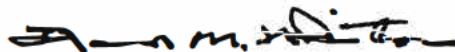
# CHICAGO PUBLIC HIGH SCHOOLS

CARTER H. HARRISON  
HIGH SCHOOL

THIS CERTIFIES THAT

LINDA PAULETTE NEWMAN

HAS SATISFACTORILY COMPLETED  
THE EDUCATIONAL PROGRAM  
OF THIS FOUR YEAR HIGH SCHOOL  
AND IS AWARDED THIS DIPLOMA BY AUTHORITY OF  
THE BOARD OF EDUCATION, CITY OF CHICAGO



PRESIDENT, BOARD OF EDUCATION

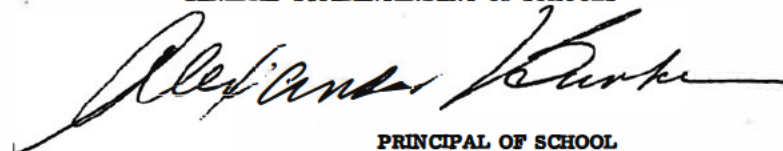
JUNE 25, 1965



SECRETARY, BOARD OF EDUCATION



GENERAL SUPERINTENDENT OF SCHOOLS



PRINCIPAL OF SCHOOL

# Applicant Information Summary

Status: Complete  
as of: 12/6/2013 3:48:21 PM

## Personal Information

Created: 8/12/2013 3:26:41 PM

Prefix:  
First Name: Linda (Lin)  
Middle Name:  
Last Name: McIlrath  
Suffix:  
Primary Email: [REDACTED]  
Secondary Email:

User ID: 6253  
aka First Name:  
aka Last Name:

## Contact Information

Type	Address	City	State	Zip	Primary
StreetAddress	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>
Type	Number	Extn			
HomePhone	[REDACTED]				

## Interest

Share Information: ☒  
Interest: Classified  
Employment Type: Part Time Substitute  
Learned About: Local Resident  
Not Available: ☐ Starting: Ending:  
Comments:

## Preferences

Classified	Priority
Paraeducator: General Education	1
Substitute Paraeducator	2
Office Personnel	3

## Education

Date	Education	Institution	State	Major	Minor	GPA
	College 2 Yrs No Degree	Northeastern Illinois University	IL	Elementary Education	English - Language Arts	3.50

## Experience

Position: Valley General Hospital Foundation Manager  
Grade/Subject: none Years: 10.00 State: WA Start Date: 7/1/2000 End Date: 5/30/2010  
Employer: Valley General Hospital  
Supervisor: Hospital CEO Phone: (360) 794-7497 Extn: unknown Email: unknown  
Job Duties: Responsible for all operations of the Foundation a 501(c)(3) non-profit organization. Assuring compliance and success in all areas of fund-development activities. Serving as a presence in East Snohomish County communities and other service organizations.  
Reason: Laid-off due to downsizing of organization  
Comments: In my tenure with the Foundation I had opportunities to use my excellent organizational, written, oral communication and computer proficiency to engage board members, donors and volunteers in successfully achieving annual fund-development goals.



# Applicant Information Summary

Status: Complete  
as of: 12/6/2013 3:48:21 PM

## References

**Type:** Classified **Date:** 8/28/2013  
**Employer:** **Title:** none  
**Supervisor:** **Address 1:** **Address 2:**  
**City:** **State:** WA **Postal Code:** 98294  
**Phone:** **Extn:** none  
**Alt Phone:** **Extn:**  
**Email:**  
**Start Date:** 7/1/2000 **End Date:** 5/30/2010  
**Contact OK:** ☒  
**Comments:**

**Type:** Classified **Date:** 9/18/2013  
**Employer:** Columbia Bank **Title:** Commercial Banking Officer  
**Supervisor:** **Address 1:** **Address 2:**  
**City:** **State:** WA **Postal Code:** 98290  
**Phone:** **Extn:**  
**Alt Phone:** **Extn:**  
**Email:**  
**Start Date:** 5/1/2000 **End Date:** 4/15/2009  
**Contact OK:** ☒  
**Comments:**

## Jobs Applied

Job	Position Name	Loc Desc	HPD	DPY	FTE	Close Date
2013-805	Para-Educator I	Totem Falls Elementary School	6.25	0	0.00	8/16/201
2013-811	Para-Educator III - Preschool Program	Central Primary Center	3.25	0	0.00	8/16/201
2013-812	Para-Educator III - Preschool	Riverview Elementary School	3.25	0	0.00	8/27/201
2013-837	Para-Educator I	Dutch Hill Elementary School	4.50	0	0.00	8/29/201
2013-840	Para-Educator I - ECEAP Preschool	ECEAP - CPC	3.00	0	0.00	8/30/201
2013-846	Para-Educator I - Secondary	Centennial Middle School	4.75	0	0.00	11/5/201
2013-847	Para-Educator III - Preschool Autism	Central Primary Center	4.00	0	0.00	9/6/2013
2013-848	Para-Educator III - Preschool Program	Central Primary Center	3.25	0	0.00	9/6/2013
2013-186	Para Ed I and Para Ed II	Totem Falls Elementary School	3.50	0	0.00	9/23/201
2						
2013-186	Para Educator III	Totem Falls Elementary School	3.00	0	0.00	9/23/201
3						
2013-186	Substitute Para Educators	District Wide	0.00	0	0.00	10/15/20
5						
2013-186	Administrative Assistant - ECEAP	ECEAP - CPC	2.50	0	0.00	10/3/201
9						
2013-187	Main Office Secretary/Para Ed I	Cascade View Elementary School	7.00	0	0.00	10/11/20
6						
2013-188	Para-Educator I Temporary	Dutch Hill Elementary School	3.00	0	0.00	10/16/20
0						
2013-188	Para-Educator III - Preschool	Central Primary Center	3.25	0	0.00	10/28/20
7						
2013-189	Para-Educator III - Preschool Program	Totem Falls Elementary School	3.25	0	0.00	10/28/20
0						
2013-189	Administrative Assistant - Human Services	District Office	3.75	0	0.00	11/5/201
2						
2013-190	Para-Educator I	Totem Falls Elementary School	4.25	0	0.00	12/3/201
5						



# Applicant Information Summary

**Status:** Complete  
**as of:** 12/6/2013 3:48:21 PM

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2013-190	Para-Educator II - Library Elementary	Little Cedars Elementary School	5.50	0	0.00	12/11/20
7						

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From: [REDACTED] >  
To: <brianmac@clearwire.net>  
Subject: letter of recommendation  
Date: Friday, August 30, 2013 9:12 AM

To whom it may concern,

I am writing to recommend Lin McIlrath for a position in the Snohomish School District. I was fortunate to work with Lin in the Valley General Foundation for many years. She has very good listening skills and is responsive to direction. She finishes tasks in a timely manner and is very respectful to all. I know she enjoys children and being with them. Lin would be a good addition to any classroom and teachers would love her support.

Sincerely ,

Harleen Hieber RN

[REDACTED]  
[REDACTED]

**Applicant:** Linda (Lin) McIlrath

**Addendum:** Addendum-Snohomish Paraeducator

**General Information**

If you hold a valid First Aid card, enter the expiration date below.

	31
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If you hold a valid CPR card, enter the expiration date below.

	31
--	----

Which age group do you prefer to work with?

☒ Elementary ☒ Middle School ☐ High School ☐ No Preference

**Experience and Training**

List your work experience with children's groups:

Worked with inner city elementary children while student teaching in Chicago, IL  
Employed as a life guard, counselor and librarian at Boys Club on South Side of Chicago while attending college.  
Participated in Edmonds Community College co-operative preschool programs with my four daughters  
Volunteer Brownie and Girl Scout leader  
Developed and taught a "Home Alone" workshop at Valley General Hospital for latch key children  
Actively participates in the care of 7 grandchildren from infancy to 13 years old  
Developed and managed the Valley General Hospital Foundation volunteer program working with youth, adults and seniors for ten years.

What computer/software programs are you familiar/proficient with?

Microsoft Word  
Excel  
Power point

Please list any other of your qualifications which you feel are pertinent to the position(s) for which you are applying. Please be specific.

I recently completed a CPR course for infants/toddlers (not certified)

**Applicant:** Linda (Lin) McIlrath

**Addendum:** Addendum-Snohomish Paraeducator

**General Information**

If you hold a valid First Aid card, enter the expiration date below.

	31
--	----

If you hold a valid CPR card, enter the expiration date below.

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--	----

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What computer/software programs are you familiar/proficient with?

Microsoft Word  
Excel  
Power point

Please list any other of your qualifications which you feel are pertinent to the position(s) for which you are applying. Please be specific.

I recently completed a CPR course for infants/toddlers (not certified)

**Applicant:** Linda (Lin) McIlrath

**Addendum:** Addendum-Snohomish Secretary Clerical

**SECTION 1: JOB DESCRIPTION INFORMATION**

1. Have you read the job description for this position? If your answer is NO, stop and do not complete this activity. Return to Jobs. Click the magnifier glass to view the Job Detail Report. In that report click the link to the Job Description and thoroughly read that information.

☒ YES ☐ NO

2. Now that you have read the job description for this position, do you possess the knowledge, skills and abilities required for the position?

☒ YES ☐ NO

3. Are you able to perform the functions of this position with or without an accommodation?

☒ YES ☐ NO

**SECTION 3: Secretarial Skills. Rate yourself in each area.**

**Keyboarding-Typing**

- ☐ Below 25 WPM ☐ 51-55 WPM ☐ 66-70 WPM  
☐ 25-40 WPM ☐ 56-60 WPM ☐ 71-100 WPM  
☐ 41-50 WPM ☒ 61-65 WPM ☐ 100+ WPM

**Ten Key**

- ☐ No skill or experience  
☐ 140-150 Keys Per Minute - Entry Level Skill  
☒ 150-175 Keys Per Minute - By touch and Proficient  
☐ 176-200 Keys Per Minute - By touch and Highly Proficient

**Microsoft WORD**

- ☒ Basic (Prepare documents, spell check, routine notices, bulletins. Limited use of graphics)  
☐ Intermediate (Basic plus: add and format tables, style layouts, templates, merge tools, graphics)  
☐ Advanced (Int + legal documents, layouts with multiple formats, publications, extensive graphics)

**Microsoft EXCEL**

- ☐ Basic (Routine lists, formulas to add, subtract, multiply, divide, format).  
☒ Intermediate (More complicated formulae, functions, linked sheets, graphs, charts, special formats).  
☐ Advanced (Macros, advanced formulae/operators; use of advanced functions & developer tools).

**Publication Software**

- ☒ Basic: PowerPoint; Adobe; PageMaker-simpler presentations/publications.  
☐ Intermediate: Extensive graphics, layouts; advanced publication work. Create-use fillable forms.  
☐ Advanced: Complex publications/presentations; extensive use of publication tools.

**SECTION 4: Other Questions.**



What do you consider to be an acceptable performance standard for dependability, punctuality, neatness and overall work quality?

I feel the following to be an acceptable performance standard for an Administrative Assistant: <br/>Opens office promptly<br/>Communicates clearly<br/>Constantly conveys a friendly, helpful, professional manner<br/>Provides accurate information<br/>Knows and utilizes resources to resolve problems<br/>Accomplishes tasks in a timely manner<br/>Meets specific deadlines

What are the key elements in working successfully in a team environment with co-workers?

Respect<br/>Flexibility<br/>Good listening skills

What job skills would you seek to improve if you were employed?

Computer skills

List any other comments about your application for secretarial-clerical employment.

I worked as an Administrative Assistant for 10 years at Valley General Hospital reporting directly to the Administrator and three Assistant Administrators. During my tenure as an Administrative Assistant I managed schedules, calls, meetings working with the public, physicians and hospital employees. As I was promoted into Management I continued to use my clerical skills.

To Whom it may concern:

I have known Lin McIlrath for the last 13 years. I had the opportunity to work with her on the Valley General Hospital Foundation Board for close to 10 years.

I found Lin to be organized, extremely competent and has an excellent rapport with people of all ages. Her communication skills, both written and verbal, are excellent. Lin is a very good organizer and is very meticulous and pays attention to detail.

I highly recommend Lin for any position or endeavor she may seek to pursue. She will be a valuable asset for any organization.

If you have any questions please give me a call.

[REDACTED]

[REDACTED]

[REDACTED]

**Applicant:** Linda (Lin) Mclrath

**Reference:** 9506

**From:** [REDACTED] none with

**Email:** [REDACTED]

**Phone:** [REDACTED]

#### **GENERAL INFORMATION**

**This applicant has submitted an online application and provided an electronic signature releasing references and former/current employers from liability for providing information in response to this request.**

In the box below please provide: 1) Your name, 2) Your organization/employer name, 3) a telephone number to contact you and 4) times that would be best to contact you (or not).

Janie Botting Valley General Hospital Foundation, 425-418-9714 this is my cell phone number you can call me on it any time except after 8:00pm

List the dates (to and from) that you have known this applicant.

I meet Lynn in 2000,

In what capacity have you observed this applicant? (e.g. supervisor, colleague, friend)

Shortly after meeting Lin I became a Foundation board member, and under her direction we had several successful campaigns. <br/>I also became a part time employee of the Foundation under Lin. I enjoyed working under Lin, she always gave very good details and made it a pleasure to work with.

#### **APPLICANT ASSESSMENT**

**Professional Attitude: Demonstrates respect for others as well as the education profession.**

- ☐ Unsatisfactory      ☒ Exceeds Expectations  
☐ Minimally Meets Expectations    ☐ Not Observed  
☐ Meets Expectations

**Flexibility: Willingness to learn new concepts or ways of doing things.**

- ☐ Unsatisfactory      ☒ Exceeds Expectations  
☐ Minimally Meets Expectations    ☐ Not Observed  
☐ Meets Expectations

**Judgment: Can reach logical conclusions, make high-quality decisions, and set priorities.**

- ☐ Unsatisfactory      ☒ Exceeds Expectations  
☐ Minimally Meets Expectations    ☐ Not Observed  
☐ Meets Expectations

**Communication: Ability to speak or write clearly and effectively.**

- ☐ Unsatisfactory      ☒ Exceeds Expectations  
☐ Minimally Meets Expectations    ☐ Not Observed  
☐ Meets Expectations

**Enthusiasm: Demonstrates an overall optimism and passion; willingness to be involved; develops positive interpersonal relationships.**

- ☐ Unsatisfactory ☒ Exceeds Expectations  
☐ Minimally Meets Expectations ☐ Not Observed  
☐ Meets Expectations

**Relationships:** Ability and willingness to develop appropriate relationships with others.  
Demonstrates listening, patience, caring and a genuine liking for others.

- ☐ Unsatisfactory ☒ Exceeds Expectations  
☐ Minimally Meets Expectations ☐ Not Observed  
☐ Meets Expectations

**Personal Presence:** Has a friendly, poised, and confident manner.

- ☐ Unsatisfactory ☒ Exceeds Expectations  
☐ Minimally Meets Expectations ☐ Not Observed  
☐ Meets Expectations

**Overall Rating of Applicant:** Please rate this candidate, indicating the degree of success you believe this person will attain in the position sought.

- ☐ Unsatisfactory ☒ Exceeds Expectations  
☐ Minimally Meets Expectations ☐ Not Observed  
☐ Meets Expectations

In your opinion, what are the applicant's greatest strengths?  
She is very pleasant all the time easy to be around and easy to work with.

In your opinion, what area(s) does the individual most need to improve upon or to grow professionally?  
I cannot think of any.

**ADDITIONAL COMMENTS:** You may provide additional comments below.  
Enter comments

**AFFIRMATION**

by clicking YES below you are affirming transmission of this reference information to our school system and verifying that you are the individual stated in the reference form.

☒ YES

By clicking YES below you are affirming your "electronic" signature to this document, representing that you are the individual named above providing this information and that the information is true and accurate.

☒ YES

After you click Submit the system will take you to a new page confirming you have successfully completed this reference. If not, scroll up the screen to look for missing required items.

**Applicant:** Linda (Lin) McIlrath

**Reference:** 12916

**From:** [REDACTED] s Commercial Banking Officer with Columbia Bank

**Email:** [REDACTED]

**Phone:** [REDACTED]

#### **GENERAL INFORMATION**

**This applicant has submitted an online application and provided an electronic signature releasing references and former/current employers from liability for providing information in response to this request.**

In the box below please provide: 1) Your name, 2) Your organization/employer name, 3) a telephone number to contact you and 4) times that would be best to contact you (or not).

[REDACTED] - best times to contact me 9am - 5pm M-F

List the dates (to and from) that you have known this applicant.

I have known Lin since 2000 and worked with her between 2000 - 2009

In what capacity have you observed this applicant? (e.g. supervisor, colleague, friend)

Lin was the Director of the Valley General Hospital Foundation in Monroe and I was serving on that board during the dates above.

#### **APPLICANT ASSESSMENT**

**Professional Attitude: Demonstrates respect for others as well as the education profession.**

- ☐ Unsatisfactory      ☒ Exceeds Expectations  
☐ Minimally Meets Expectations    ☐ Not Observed  
☐ Meets Expectations

**Flexibility: Willingness to learn new concepts or ways of doing things.**

- ☐ Unsatisfactory      ☐ Exceeds Expectations  
☐ Minimally Meets Expectations    ☐ Not Observed  
☒ Meets Expectations

**Judgment: Can reach logical conclusions, make high-quality decisions, and set priorities.**

- ☐ Unsatisfactory      ☒ Exceeds Expectations  
☐ Minimally Meets Expectations    ☐ Not Observed  
☐ Meets Expectations

**Communication: Ability to speak or write clearly and effectively.**

- ☐ Unsatisfactory      ☒ Exceeds Expectations  
☐ Minimally Meets Expectations    ☐ Not Observed  
☐ Meets Expectations

**Enthusiasm: Demonstrates an overall optimism and passion; willingness to be involved; develops positive interpersonal relationships.**

- ☐ Unsatisfactory      ☒ Exceeds Expectations



- ☐ Minimally Meets Expectations ☐ Not Observed  
☐ Meets Expectations

**Relationships:** Ability and willingness to develop appropriate relationships with others. Demonstrates listening, patience, caring and a genuine liking for others.

- ☐ Unsatisfactory ☒ Exceeds Expectations  
☐ Minimally Meets Expectations ☐ Not Observed  
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**Personal Presence:** Has a friendly, poised, and confident manner.

- ☐ Unsatisfactory ☒ Exceeds Expectations  
☐ Minimally Meets Expectations ☐ Not Observed  
☐ Meets Expectations

**Overall Rating of Applicant:** Please rate this candidate, indicating the degree of success you believe this person will attain in the position sought.

- ☐ Unsatisfactory ☒ Exceeds Expectations  
☐ Minimally Meets Expectations ☐ Not Observed  
☐ Meets Expectations

In your opinion, what are the applicant's greatest strengths?

When I worked with Lin at the VGH Foundation, she followed the direction of the board in completing tasks and she always handled situations and decisions in a professional manner without needing direct supervision. Each project she was involved in was always something very "top - notch" and something the board could be proud to be a part of.

In your opinion, what area(s) does the individual most need to improve upon or to grow professionally?

There are always new things to learn in any profession and areas of technology that are ever-changing but Lin is willing to learn new things especially when they benefit the organizations overall goals. If anything, Lin was always trying to save money (like replacing a cell phone that kept falling apart or not asking for help at an event) and she should be encouraged to take that step even though it may cost money initially because overall it would benefit her efficiency and the organization in the long run. Lin also needs to be encouraged to ask for help with a project if needed (like man hours during an event) instead of trying to do it all herself.

**ADDITIONAL COMMENTS:** You may provide additional comments below.

Lin is a very loyal and dedicated person who would be a great asset for any company. She is a hard worker and puts in whatever hours it takes to get the job done even if she is not fully compensated for those hours.

#### **AFFIRMATION**

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