



# Classified Substitute Performance Evaluation

Print Form

Classified Substitute's Name (First & Last)

Date of Assignment

School Site

Position

LONG TERM ASSIGNMENT?

Yes  No

Rating: 4=Exceeds Expectations; 3=Meets Expectations; 2=Below Expectations; 1=Unsatisfactory; or N/A

- I. Quality of Work
  - \_\_\_ Accuracy
  - \_\_\_ Neatness
  - \_\_\_ Thoroughness
- II. Quantity of Work
  - \_\_\_ Fulfills Job Standard
  - \_\_\_ Complies with Schedules and Deadlines
- III. Work Habits
  - \_\_\_ Observes Assigned Work Hours
  - \_\_\_ Complies with Work Instructions
  - \_\_\_ Demonstrates Initiative
  - \_\_\_ Uses Good Judgement
  - \_\_\_ Complies with Rules, Regulations, Policies, and Procedures
  - \_\_\_ Able to Follow Simple Direction
  - \_\_\_ Employs Efficient Planning Skills
  - \_\_\_ Properly Uses and Cares for Supplies & Equipment
  - \_\_\_ Communicates Effectively
- IV. Personal Qualities
  - \_\_\_ Demonstrates a Positive Attitude
  - \_\_\_ Demonstrates Dependability
  - \_\_\_ Maintains Professional Appearance
  - \_\_\_ Demonstrates Flexibility

If 1 or 2 on any rating, please comment:

Supervisor's Signature

Date

Rater's Signature

Date

### COMPLETE THIS SECTION IF ONLY FOR "DO NOT USE" LIST

Please be advised that I wish to have \_\_\_\_\_ placed on the "DO NOT USE" list of Classified Substitute for  this school or  this assignment only.