



**OXNARD SCHOOL DISTRICT  
Assessment of Classified  
Substitute/Temporary Employee**

**Classified Human Resources**  
1051 South "A" Street  
Oxnard, CA 93030  
(805) 385-1501 ext. 2070

*The Oxnard School District does not formally evaluate temporary or substitute employees. However, site supervisor input about the quality of service by a temporary/substitute employee provides valuable information to the District when it decides whether to make subsequent offers to the employee. Please complete this form and return it to Classified Human Resources.*

**Classified Substitute/Temporary Employee Information:**

NAME: (LAST)			(FIRST)			(MIDDLE)		
CLASSIFICATION:				WORK SITE/DEPARTMENT:				
DATE(S) AND HOURS WORKED:								

**Classified Substitute/Temporary Employee Assessment:**

Based on this employee's service in this assignment, during the dates of service listed above, would you recommend this substitute/temporary employee for further employment with Oxnard School District?

- Yes
- Yes, but not at this site
- No, I would not recommend this employee for further service with the District.

**Reason for Release/Comments:**

Please provide specific reasons for recommending the release of a substitute/temporary employee from your site/the District (use additional sheets if necessary):

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date