



HUMAN RESOURCES DEPARTMENT
701 N. Madison Street
Stockton, CA 95204

CLASSIFIED SUBSTITUTE EVALUATION

DO NOT SHARE WITH SUBSTITUTE

Name: _____ Date(s): _____

Classification: _____ Site: _____

Employee ID# _____

Table with 3 columns: Item, Positive, Negative. Rows include Job knowledge, Ability to work without immediate supervision, Compliance with instructions, rules and regulations, and Punctuality.

Specific comments:

Four horizontal lines for writing specific comments.

Employee may continue at present site. YES NO

Signature of Site Administrator: _____

Date: _____

Note to Administrator: Evaluations are used as a factor in continuing employment of a substitute and are therefore recommended on either a commendable or negative performance.