

**CHINO VALLEY UNIFIED SCHOOL DISTRICT
CLASSIFIED SUBSTITUTE EVALUATION FORM**

Substitute Name:

Date:

School Site:

Substitute Position:

Please evaluate this individual by responding to the following questions. Upon completion, please return this form to Laura Herrera in the Human Resources Department.

	Yes	No
1. Did the substitute have a favorable attitude?	<input type="checkbox"/>	<input type="checkbox"/>
2. Was he/she cooperative?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did he/she arrive on time?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did he/she use care with equipment?	<input type="checkbox"/>	<input type="checkbox"/>
5. Was he/she able to work without close supervision?	<input type="checkbox"/>	<input type="checkbox"/>
6. Was he/she willing to accept responsibility?	<input type="checkbox"/>	<input type="checkbox"/>
7. Would you request this substitute again?	<input type="checkbox"/>	<input type="checkbox"/>

Please explain all "No" responses in the space below. Feel free to make any other comments, and include positive responses if applicable. A copy of this evaluation will be placed in the substitute's personnel file.

Additional Comments:

Site Administrator's Signature

Date