



CONEJO VALLEY UNIFIED SCHOOL DISTRICT

CLASSIFIED SUBSTITUTE EMPLOYEE PERFORMANCE REPORT

NAME OF SUBSTITUTE EMPLOYEE: _____

CLASSIFICATION FAMILY: CLERICAL CUSTODIAL/GROUNDS PARAPROFESSIONAL

DATE OF ASSIGNMENTS: 1. _____ - _____ 2. _____ - _____ 3. _____ - _____
FROM To FROM To FROM To

RATING- PLEASE CHECK THE APPROPRIATE BOX FOR EACH OF THE ITEMS BELOW:	EXCEEDS STANDARDS	MEETS STANDARDS	NEEDS IMPROVEMENT	UNSATISFACTORY *(COMMENT BELOW)
ABILITY TO COMPLETE TASKS IN ALLOTTED TIME				
QUALITY OF WORK PERFORMED				
ABILITY TO FOLLOW DIRECTIONS				
RELIABILITY/ACCOUNTABILITY				
PROMPTNESS/TIMELINESS				
ABILITY TO GET ALONG WITH CO-WORKERS				
ATTITUDE TOWARD WORK				
PERSONAL APPEARANCE				

PLEASE PROVIDE RESPONSES TO THE QUESTIONS LISTED BELOW TO ASSIST CLASSIFIED PERSONNEL STAFF IN MAKING SUBSTITUTE PLACEMENTS IN THE FUTURE.

1. PLEASE SELECT AN OPTION THAT BEST DESCRIBES THE OPPORTUNITIES THAT YOU HAVE HAD TO OBSERVE THE EMPLOYEE PERFORMING THE JOB TASKS ASSIGNED:
 - NO MORE THAN ONE OCCASION
 - AT LEAST TWO OCCASIONS
 - MULTIPLE OCCASIONS PERFORMING THE SAME TASK
 - MULTIPLE OCCASIONS PERFORMING VARIED TASKS

2. DID YOU HAVE AN OPPORTUNITY TO PROVIDE DIRECTION AND/OR EXPLAIN THE DUTIES OF THE POSITION TO THE EMPLOYEE?
 - No
 - YES, APPROXIMATELY 10-15MIN ON THE 1ST DAY OF ASSIGNMENT
 - YES, MULTIPLE TIMES THROUGHOUT THE ASSIGNMENT SPAN

3. WOULD THIS SUBSTITUTE BE ACCEPTABLE TO WORK AT YOUR SITE IN THE FUTURE?
 - No Yes

4. WOULD YOU CONSIDER THIS EMPLOYEE FOR A PERMANENT ASSIGNMENT IN THIS CLASSIFICATION?
 - No Yes

*COMMENTS: _____

Rater's signature

Title

Thank you for your time. Please sign and return to Classified Personnel.