

Mason County Substitute Service Personnel Evaluation

Name _____ Position _____ Location _____
 Evaluator _____ Position _____
 Date(s) in position _____

THE EMPLOYEE MAINTAINS POSITIVE WORK HABITS BY:

Satisfactory

Unsatisfactory

1. Adhering to appropriate safety, hygiene and health standards and maintaining safety of work area
2. Adhering to schedule: being punctual
3. Demonstrating flexibility and adjusting to change
4. Implementing new responsibilities and assignments
5. Working cooperatively; demonstrating courtesy and tact
6. Using good judgement; making sound decisions
7. Following school, county and state policies and procedures
8. Demonstrating dependability
9. Understanding and implementing job description
10. Performing additional, reasonable job-related duties as assigned by immediate supervisor

THE EMPLOYEE PERFORMS DUTIES EFFICIENTLY AND PRODUCTIVELY BY:

1. The quality and quantity of work produced in a work day meets the supervisor's expectations
2. Work duties performed accurately with few recurrent errors

THE EMPLOYEE MAINTAINS OR UPGRADES SKILLS BY:

1. Working toward self-improvement
2. Reacting favorably to criticism
3. Attending inservice training and available workshop(s)

EVALUATOR'S COMMENTS

EMPLOYEE'S COMMENTS

Signature of evaluating Administrator _____ Date _____

Please file at the participating school for future reference and provide the Personnel Office with a copy for review. This evaluation (along with any attached documents) will be added to the substitute's personnel file and provided to the substitute. If the substitute chooses to respond in writing, the written reply will be provided to the school and attached to the evaluation then added to the substitute's file.