

**Gateway Community Charters**  
**CLASSIFIED SUBSTITUTE EVALUATION**

\_\_\_\_\_  
Name of Substitute

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Work Site

\_\_\_\_\_  
Date (s) of Assignment

\_\_\_\_\_  
Employee Name Substituting For

**RATINGS:** 1= Excellent 2= Commendable 3= Satisfactory 4= Needs Improvement 5= Unsatisfactory  
*(Leave rating line blank if not applicable or not observed)*

**Section A - Evaluation by School Administrator or Site Administrative Assistant**

	<b>Rating</b>
1. Is neat, professional and appropriate in appearance and demeanor	
2. Punctuality, knowledge of equipment/duties/procedures/etc.	
3. Follows directions. Able to complete duties quickly and accurately, complies with GCC/School policies	
3. Interactions with supervisor, co-workers, staff members, and students	
4. Amount of work completed in given work period	
5. Would you welcome this substitute to back to your site?	<b>Y/N</b>

**Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
Rater's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rater's Signature

\_\_\_\_\_  
HR Representative Name

\_\_\_\_\_  
HR Representative Signature