

# HUNTINGTON BEACH CITY SCHOOL DISTRICT

## SUBSTITUTE EVALUATION-CUSTODIAN

Substitute's Name \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_

Area for Evaluation	Excellent	Satisfactory	Unsatisfactory	Remarks
Follows directions				
Facilities are secured (doors/gates locked)				
Facilities are cleaned				
Major duties completed				
Personal qualities: (Attitude/Appearance)				
Overall rating				

**Principal:** Would you like to have this sub at your school again?  YES  NO

**Principal's Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date Principal Spoke with the substitute about this rating:** \_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return to Human Resources AFTER substitute has been notified**

Date Received in Human Resources: \_\_\_\_\_ Date Entered into Aesop: \_\_\_\_\_