



OXNARD SCHOOL DISTRICT
Assessment of
Substitute/Temporary
Employee

Classified Human Resources
1051 South "A" Street
Oxnard, CA 93030
(805) 385-1501 ext. 2070

The Oxnard School District does not formally evaluate temporary or substitute employees. However, site supervisor input about the quality of service by a temporary/substitute employee provides valuable information to the District when it decides whether to make subsequent offers to the employee. Please complete this form and return it to Classified Human Resources.

Substitute/Temporary Employee Information:

NAME: (LAST)	(FIRST)	(MIDDLE)
CLASSIFICATION:	WORK SITE/DEPARTMENT:	
DATE(S) AND HOURS WORKED:		

Substitute/Temporary Employee Assessment:

Based on this employee's service in this assignment, during the dates of service listed above, would you recommend this substitute/temporary employee for further employment with Oxnard School District?

- Yes
- Yes, but not at this site
- No, I would not recommend this employee for further service with the District.

Reason for Release/Comments:

Please provide specific reasons for recommending the release of a substitute/temporary employee from your site/the District (use additional sheets if necessary):

Supervisor Signature

Date