

## MSD OF WASHINGTON TOWNSHIP SUBSTITUTE EMPLOYEE EVALUATION FORM

Please e-mail the completed form to the Kelly Educational Staffing office at 2580@kellyservices.com  
or fax to 317.638.7458 . Thank you for your cooperation and feedback!

<b>Substitute Teacher Name</b>	<b>Date</b>	
<b>Principal Name</b>	<b>School</b>	
<b>Full-Time Teacher Name</b>	<b>Grade/ Subject</b>	
<b>Please rate the substitute teacher on the following items:</b>		
	<b>Yes</b>	<b>No</b>
Followed lesson plans?	<input type="checkbox"/>	<input type="checkbox"/>
Provided favorable learning situation?	<input type="checkbox"/>	<input type="checkbox"/>
Used acceptable methods of control?	<input type="checkbox"/>	<input type="checkbox"/>
Projected favorable attitude while teaching?	<input type="checkbox"/>	<input type="checkbox"/>
Left summary of work covered?	<input type="checkbox"/>	<input type="checkbox"/>
Left the room in an orderly condition?	<input type="checkbox"/>	<input type="checkbox"/>
Readily adapted to substitute teaching situation?	<input type="checkbox"/>	<input type="checkbox"/>
Received favorably by students?	<input type="checkbox"/>	<input type="checkbox"/>
Cooperated with school staff?	<input type="checkbox"/>	<input type="checkbox"/>
Arrived on time and observed school schedules?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Strengths:</b>		
<b>Weaknesses:</b>		
<b>Performance Summary:</b> <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory		
Recommended for continued substitute teacher employment? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Please answer the following questions regarding Kelly Services:</b>		
Did the Kelly office communicate thorough information to you regarding your needs for this substitute teacher?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was the Kelly staff helpful and cooperative?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Additional Comments:</b>		