

Job Aid for SUPERVISOR Role – Final Probationary Performance Evaluation

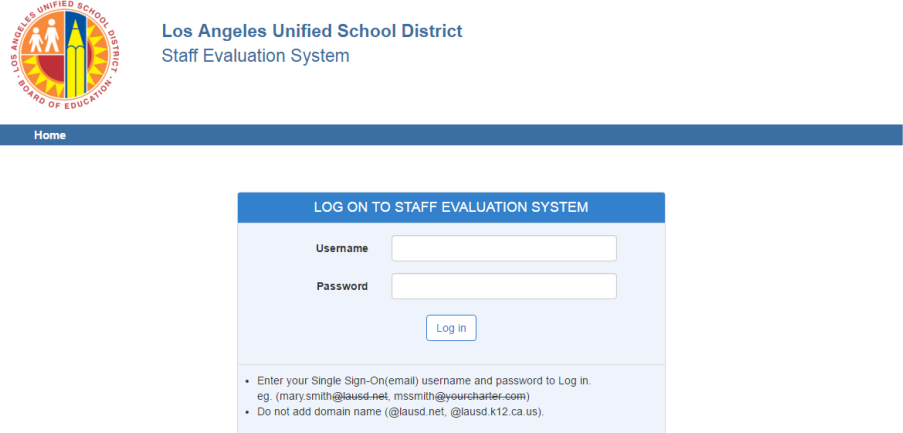
Welcome to the On-Line Classified Staff Evaluation System.

This should be completed by the person who is at a **Supervisory** level or higher. Probationary employees should be given performance evaluations no less than **twice** during their probationary period. Schedule is as follows.

	Beginning date	Expiration date
Classified Employees (Hourly) Preliminary Probationary Performance Evaluation	2 nd month	4 th month
Classified Employees (Hourly) Final Probationary Performance Evaluation	4 th month	6 th month
Classified Administrators (Salaried) Preliminary Probationary Performance Evaluation	6 th month	9 th month
Classified Administrators (Salaried) Final Probationary Performance Evaluation	9 th month	12 th month

Notes:

- If an employee refuses to sign or acknowledge an evaluation, print the evaluation and have a witness sign it, stating that the employee has viewed the evaluation and refuses to sign.
- If you need assistance, please email PC-Evaluation@lausd.net
- If the Final Probationary Performance Evaluation will indicate that the employee should not pass probation, the evaluation must be completed, a notice of unsatisfactory service prepared, and the entire package submitted for Board Ratification. The Board must ratify before the date that the employee would become permanent. In that case, the final probationary performance evaluation must be completed no less than 6 weeks prior to the end of the probationary period. Contact your Personnel or Staff Relations Representative for assistance.

 <p>Los Angeles Unified School District Staff Evaluation System</p> <p>Home</p> <p>LOG ON TO STAFF EVALUATION SYSTEM</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p>Log in</p> <p>• Enter your Single Sign-On(email) username and password to Log in. eg. (mary.smith@lausd.net, mssmith@yourcharter.com) • Do not add domain name (@lausd.net, @lausd.k12.ca.us)</p>	<p>https://myapps.lausd.net/eval</p> <p>Login using your Single Sign-on username and password.</p>
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Job Aid for SUPERVISOR Role – Final Probationary Performance Evaluation

Evaluations Assigned to Me (evaluations that I must complete for my staff)

Home

Your session will expire in: 60 minutes

Name: [REDACTED] Employee No.: [REDACTED]
Job Title: [REDACTED] Location: WORKFORCE MGMT CLSFD TRAINING (1060001)

Available options:

- Evaluations Assigned To Me »
- My Evaluation »

This is your landing page. Note that your session expires in 60 minutes. Make sure to save any changes you make in the system before moving to the next task.

Select “Evaluations Assigned to Me” to view and begin the performance evaluations of your direct reports.

Home

Your session will expire in: 60 minutes

Evaluations Assigned to Me

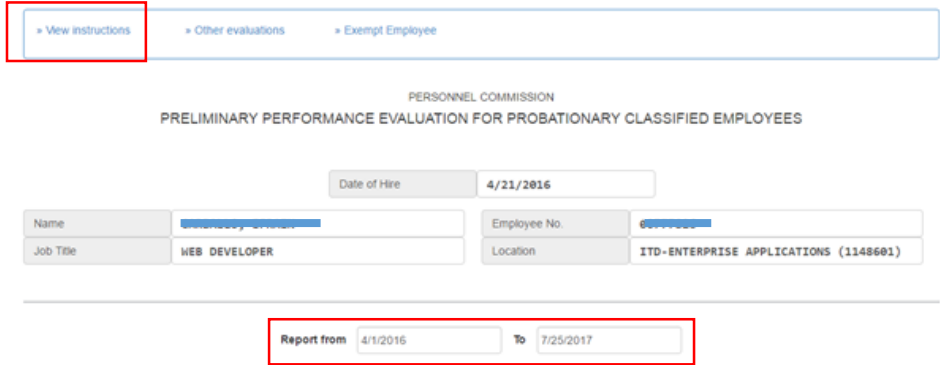
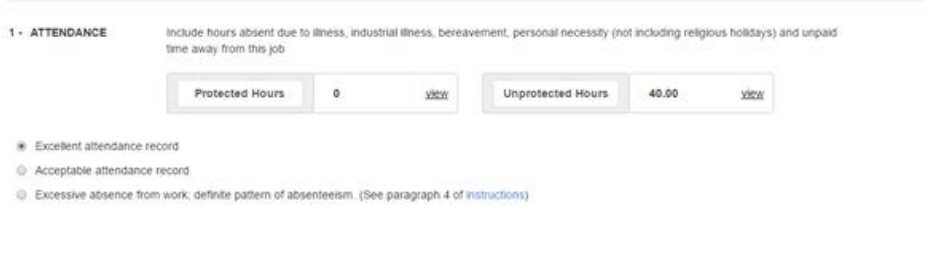

Show 25 entries Search: [REDACTED]

Employee	Supervisor	Reviewer	Evaluation	History
[REDACTED] EMAIL ADMINISTRATOR	CASTANO, OLGA MARIA HR SPECIALIST II		Preliminary Probation Annual	View
[REDACTED] WEB DEVELOPER	CASTANO, OLGA MARIA HR SPECIALIST II		Preliminary Probation Annual	View
[REDACTED] PROG ANALYST, ORACLE	CASTANO, OLGA MARIA HR SPECIALIST II	MIRAMONTES, PINLO WEB ARCHITECT	Annual Final Probation	View
[REDACTED] FLEET MAINTENANCE MANAGER	CASTANO, OLGA MARIA HR SPECIALIST II		Final Probation Annual	View

Previous 1 Next

Select “Final” to open the employee’s performance evaluation

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Classified Employee Evaluation	
 <p>The screenshot shows the top navigation bar with three links: '> View instructions' (highlighted with a red box), '> Other evaluations', and '> Exempt Employee'. Below this is the title 'PERSONNEL COMMISSION PRELIMINARY PERFORMANCE EVALUATION FOR PROBATIONARY CLASSIFIED EMPLOYEES'. A 'Date of Hire' field is set to '4/21/2016'. A form contains fields for Name, Employee No., Job Title (WEB DEVELOPER), and Location (ITD-ENTERPRISE APPLICATIONS (1148601)). At the bottom, a 'Report from' field is set to '4/1/2016' and a 'To' field is set to '7/25/2017', both highlighted with red boxes.</p>	<p>Select “View Instructions” before starting the evaluation of your employee’s work performance. This will open a pdf in a new window. You may print the instructions.</p> <p>Please fill out the date range for the Evaluation.</p>
 <p>The screenshot shows the '1 - ATTENDANCE' section. It includes a description: 'Include hours absent due to illness, industrial illness, bereavement, personal necessity (not including religious holidays) and unpaid time away from this job'. Below this are two input fields: 'Protected Hours' with a value of '0' and 'Unprotected Hours' with a value of '40.00'. There are three radio button options: 'Excellent attendance record' (selected), 'Acceptable attendance record', and 'Excessive absence from work, definite pattern of absenteeism. (See paragraph 4 of instructions)'. A 'View' button is next to each input field.</p>	<p>Select “View” to show details of the employee’s “Protected” or “Unprotected” absences.</p> <p>Select the appropriate rating for the attendance.</p>
 <p>The screenshot shows the '2 - WORK PRODUCT' section. It features a rating scale with three options: 'Below Standards', 'Meets Standards' (highlighted with a red box), and 'Exceeds Standards'. There are radio buttons for each option, with 'Meets Standards' being selected. A 'Comments' text area is highlighted with a red box. A note states: 'If “Below Standards” is checked, see Paragraph 5 & 6 in the instructions.' Below the scale is a descriptive paragraph: 'Consider job knowledge, job-related judgement, thoroughness, neatness, skill level, employee workload, volume of output, the extent to which work schedules and established priorities of work assignments are met.'</p>	<p>Continue with the rest of the evaluation.</p> <p>You may use the Comment boxes in each area to support your ratings.</p>

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Below standards: Work Habits

A. Statement of the problem or concern *

B. The desired improvement *

C. Suggestions as to how to improve *

D. Provisions for assisting the employees *

Close

2 - WORK PROGRESS

Quality of Work

Quantity of Work

Consider job knowledge, workload, volunteer assignments and

3 - WORK HABITS

Consider dependability, punctuality, ability to comply with instructions, and ability to work without close supervision.

Comments

Below standards comments

If “Below Standards” is selected for any area, a window will open that will require you to provide a statement of the problem or concern.

When you are done, select “close” in the lower right-hand corner of the comment box. You may click the link in red “Below Standards Comments” to view your comments.

Please note that a separate box opens in every area where you indicate “Below Standards”.

Continue with the rest of the evaluation.

RECOMMENDATION

I recommend that this employee be granted permanent status.

I will issue a "Notice of unsatisfactory Service" and will initiate dismissal/demotion proceedings. (See paragraph 7 on the instructions page)

ATTACHMENTS

Documents	Uploaded	Date
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You may attach up to 5 files in Word and PDF formats only (.doc, .docx, .pdf). Each file can be up to 2 megabytes (MB) in size.

No file chosen

Signature of Supervisor

Signature of Employee

Signature of Reviewer

Electronic Signature Agreement

By checking the "I accept" checkbox, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this Agreement. By selecting "I Accept" using any device, means or action, you consent to the legally binding terms and conditions of this Agreement. You further agree that your signature on this document (hereafter referred to as your "E-Signature") is as valid as if you signed the document in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature, and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting agreement between you and LAUSD. You are also confirming that you are the person authorized to enter into this Agreement. You further agree that entering your LAUSD email address in the signature box equates to your E-Signature and constitutes your agreement to be bound by the terms and conditions of this Agreement as they exist on the date of your E-Signature on this form.

I accept

Please type in your full LAUSD email address

email@lausd.net

Select your recommendation.

You may attach up to 5 files in Word or PDF formats. Each file can be up to 2 MB.

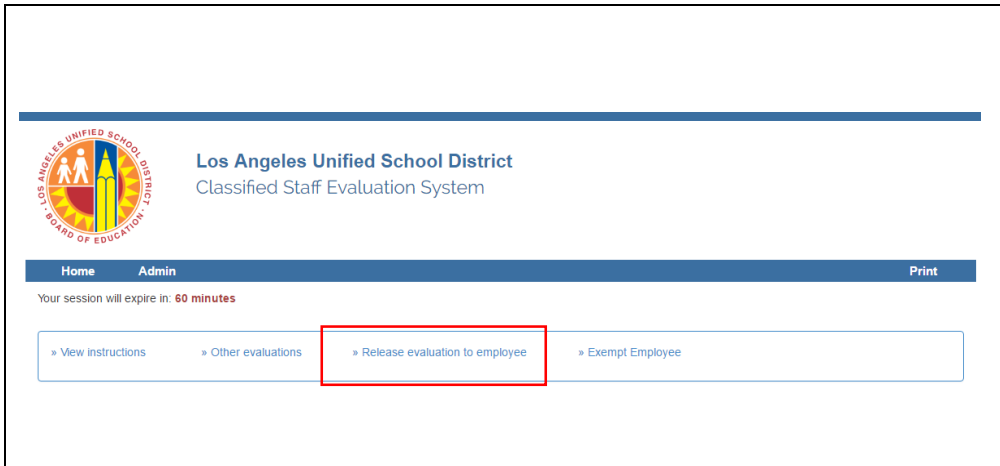
Then, check the box next to “I accept” to indicate that you accept the electronic signature agreement.

Type your **Full LAUSD email address** and click “**Submit**”

- If you have a reviewer, your “Reviewer” will be notified via email that you have submitted the evaluation of your employee successfully. S/he will now review the evaluation.
- If the “Reviewer” agrees with your assessments, you will be notified via email and you may meet with your employee to discuss his/her evaluation.

If the “Reviewer” does not agree with some of your assessments, s/he will discuss any disagreements with you. If you feel changes are needed you will have the opportunity to make them. Please note that the Reviewer does not have access to make changes to the evaluation, so the Supervisor will need to make any agreed upon changes. After the reviewer has signed the evaluation, **meet with your employee to discuss the evaluation of his/her work performance.**

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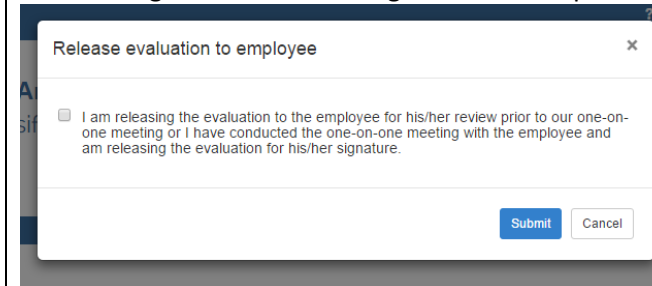
Los Angeles Unified School District
Classified Staff Evaluation System

Home Admin Print

Your session will expire in: 60 minutes

» View Instructions » Other evaluations » Release evaluation to employee » Exempt Employee

Once you have met with the employee and discussed with him/her, you may “release the evaluation” to your employee for his/her acknowledgment. The following window will open



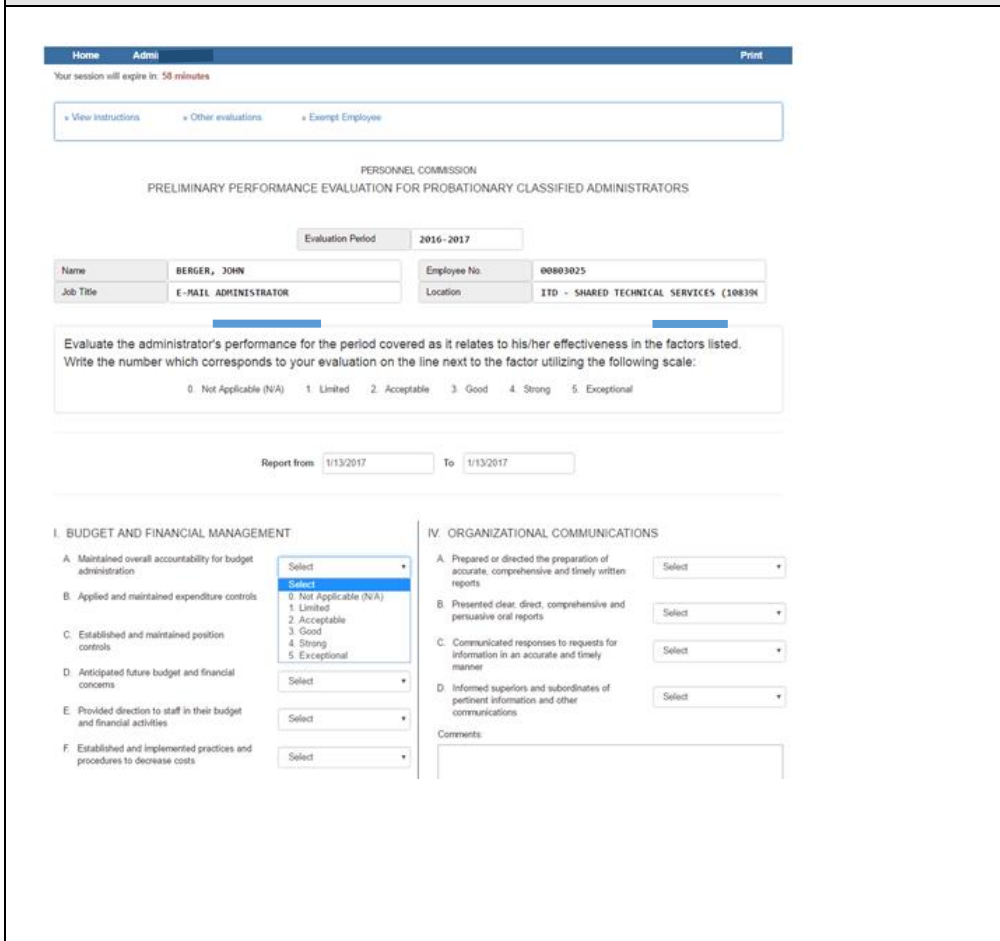
Release evaluation to employee

I am releasing the evaluation to the employee for his/her review prior to our one-on-one meeting or I have conducted the one-on-one meeting with the employee and am releasing the evaluation for his/her signature.

Submit Cancel

Check the box and Submit

Classified Administrator Evaluation



Home Admin Print

Your session will expire in: 58 minutes

» View Instructions » Other evaluations » Exempt Employee

PERSONNEL COMMISSION
PRELIMINARY PERFORMANCE EVALUATION FOR PROBATIONARY CLASSIFIED ADMINISTRATORS

Evaluation Period: 2016-2017

Name: BERGER, JOHN Employee No.: 00803025
Job Title: E-MAIL ADMINISTRATOR Location: ITD - SHARED TECHNICAL SERVICES (10830)

Evaluate the administrator's performance for the period covered as it relates to his/her effectiveness in the factors listed. Write the number which corresponds to your evaluation on the line next to the factor utilizing the following scale:
0 Not Applicable (N/A) 1 Limited 2 Acceptable 3 Good 4 Strong 5 Exceptional

Report from: 1/13/2017 To: 1/13/2017

I. BUDGET AND FINANCIAL MANAGEMENT

- A. Maintained overall accountability for budget administration
- B. Applied and maintained expenditure controls
- C. Established and maintained position controls
- D. Anticipated future budget and financial concerns
- E. Provided direction to staff in their budget and financial activities
- F. Established and implemented practices and procedures to decrease costs

IV. ORGANIZATIONAL COMMUNICATIONS

- A. Prepared or directed the preparation of accurate, comprehensive and timely written reports
- B. Presented clear direct, comprehensive and persuasive oral reports
- C. Communicated responses to requests for information in an accurate and timely manner
- D. Informed superiors and subordinates of pertinent information and other communications

Comments:

Select “**View Instructions**” before starting the evaluation of your employee’s work performance. This will open a pdf in a new window. You may print the instructions.

Please fill out the date range for the Evaluation.

Go through each of the sections, and select your rating from the drop down menu.

Please note if “Limited” is selected for any other factor, please refer to the instructions.

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RECOMMENDATION

- I recommend that this employee be granted permanent status.
- I will issue a "Notice of unsatisfactory Service" and will initiate dismissal/demotion proceedings. (See paragraph 7 on the instructions page)

ATTACHMENTS

You may attach up to 5 files in Word and PDF formats only (.doc, .docx, .pdf). Each file can be up to 2 megabytes (MB) in size.

[Choose Files](#) No file chosen

[Save evaluation](#)

Signature of Supervisor _____ Signature of Employee _____

Signature of Reviewer _____

Electronic Signature Agreement

By checking the "I Accept" checkbox, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this Agreement. By selecting "I Accept" using any device, means or action, you consent to the legally binding terms and conditions of this Agreement. You further agree that your signature on this document (hereafter referred to as your "E-Signature") is as valid as if you signed the document in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature, and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting agreement between you and LAUSD. You are also confirming that you are the person authorized to enter into this Agreement. You further agree that entering your LAUSD email address in the signature box equates to your E-Signature and constitutes your agreement to be bound by the terms and conditions of this Agreement as they exist on the date of your E-Signature on this form.

I accept

Please type in your full LAUSD email address

email@laUSD.net [Submit](#)

Select your recommendation.

You may attach up to 5 files in Word or PDF formats. Each file can be up to 2 MB.

Then, check the box next to **"I accept"** to indicate that you accept the electronic signature agreement.

Type your **Full LAUSD email address** and click **"Submit"**

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Home

Your session will expire in: **60 minutes**

[» View instructions](#) [» Other evaluations](#) [» Release evaluation to employee](#) [» Exempt Employee](#)

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Release evaluation to employee

I am releasing the evaluation to the employee for his/her review prior to our one-on-one meeting or I have conducted the one-on-one meeting with the employee and am releasing the evaluation for his/her signature.

[Submit](#) [Cancel](#)

Check the box and Submit.