

Job Aid for SUPERVISOR Role – Preliminary 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> <div data-bbox="354 1060 781 1302"><p>LOG ON TO STAFF EVALUATION SYSTEM</p><p>Username <input type="text"/></p><p>Password <input type="password"/></p><p><input type="button" value="Log In"/></p><ul style="list-style-type: none">• 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)</div>	<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 – Preliminary 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, PABLO WEB ARCHITECT	Annual Final Probation	View
[REDACTED] FLEET MAINTENANCE MANAGER	CASTANO, OLGA MARIA HR SPECIALIST II		Final Probation Annual	View

Previous 1 Next

Select “Preliminary Probation” to open the employee’s performance evaluation

Job Aid for SUPERVISOR Role – Preliminary Probationary Performance Evaluation

Classified Employee Evaluation

[View instructions](#) [Other evaluations](#) [Exempt Employee](#)

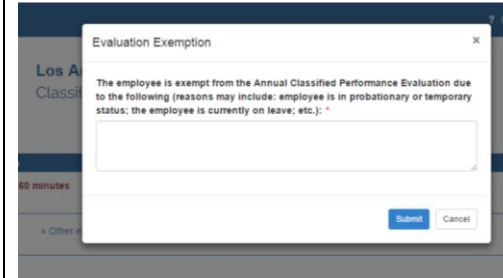
PERSONNEL COMMISSION PRELIMINARY PERFORMANCE EVALUATION FOR PROBATIONARY CLASSIFIED EMPLOYEES

Date of Hire

Name Employee No.
Job Title Location

Report from To

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.

1 - ATTENDANCE

Include hours absent due to illness, industrial illness, bereavement, personal necessity (not including religious holidays) and unpaid time away from this job

Protected Hours Unprotected Hours

- Excellent attendance record
- Acceptable attendance record
- Excessive absence from work, definite pattern of absenteeism (See paragraph 4 of instructions)

Select “View” to show details of the employee’s “Protected” or “Unprotected” absences.

Select the appropriate rating for attendance.

2 - WORK PRODUCT

Quality of Work

Below Standards Meets Standards Exceeds Standards

Quantity of Work

Below Standards Meets Standards Exceeds Standards

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.

Comments

Continue with the rest of the evaluation.

You may use the Comment boxes in each area to support your ratings.

Job Aid for SUPERVISOR Role – Preliminary Probationary Performance Evaluation

The screenshot shows a performance evaluation form with a dialog box titled "Below standards: Work Habits". The dialog box contains four text input fields:

- A. Statement of the problem or concern *
- B. The desired improvement *
- C. Suggestions as to how to improve *
- D. Provisions for assisting the employees *

A "Close" button is highlighted with a red box in the bottom right corner of the dialog box. Below the dialog box, the form shows a section for "3 - WORK HABITS" with a "Comments" field. A red box highlights a link labeled "Below standards comments" at the bottom of the comments field.

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.

A separate box opens in every area where you indicate “Below Standards.”

Continue with the rest of the evaluation.

The screenshot shows the "RECOMMENDATION" section with two radio button options:

- This employee will be retained in probationary status, subject to a final probationary evaluation.
- This employee will be terminated from this position unless immediate and substantial improvement is achieved.

Below the recommendations is the "ATTACHMENTS" section, which includes a table with columns for "Documents", "Uploaded", and "Date". Below the table is a "Choose Files" button and the text "No file chosen".

Select your recommendation.

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

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

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.**

Los Angeles Unified School District
Classified Staff Evaluation System

Home Print

Your session will expire in: 60 minutes

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


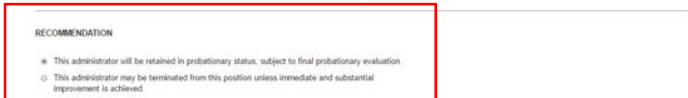
Once you have met with the employee and discussed with him/her, you may “release the evaluation” to your employee for his/her acknowledgment. The following window will open

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

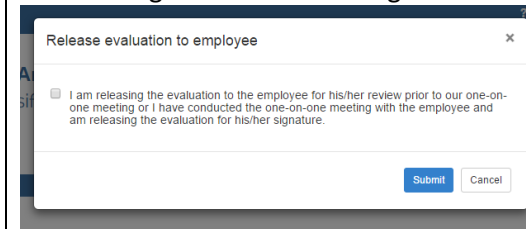
Check the box and Submit

Classified Administrator Evaluation	
 <p>Home Print</p> <p>Your session will expire in: 58 minutes</p> <p>View Instructions View evaluations Exempt Employee</p> <p style="text-align: center;">PERSONNEL COMMISSION PRELIMINARY PERFORMANCE EVALUATION FOR PROBATIONARY CLASSIFIED ADMINISTRATORS</p> <p style="text-align: center;">Evaluation Period: 2016 - 2017</p> <p>Name: [REDACTED] Employee No.: [REDACTED] Job Title: E-MAIL ADMINISTRATOR Location: ITD - SHARED TECHNICAL SERVICES (10839)</p> <p>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 (NA) 1: Limited 2: Acceptable 3: Good 4: Strong 5: Exceptional</p> <p>Report from: 1/13/2017 To: 1/13/2017</p> <div style="display: flex;"> <div style="flex: 1;"> <p>I. BUDGET AND FINANCIAL MANAGEMENT</p> <p>A. Maintained overall accountability for budget administration <input type="text" value="Select"/></p> <p>B. Applied and maintained expenditure controls <input type="text" value="Select"/></p> <p>C. Established and maintained position controls <input type="text" value="Select"/></p> <p>D. Anticipated future budget and financial concerns <input type="text" value="Select"/></p> <p>E. Provided direction to staff in their budget and financial activities <input type="text" value="Select"/></p> <p>F. Established and implemented practices and procedures to decrease costs <input type="text" value="Select"/></p> </div> <div style="flex: 1;"> <p>IV. ORGANIZATIONAL COMMUNICATIONS</p> <p>A. Prepared or directed the preparation of accurate, comprehensive and timely written reports <input type="text" value="Select"/></p> <p>B. Presented clear, direct, comprehensive and persuasive oral reports <input type="text" value="Select"/></p> <p>C. Communicated responses to requests for information in an accurate and timely manner <input type="text" value="Select"/></p> <p>D. Informed superiors and subordinates of pertinent information and other communications <input type="text" value="Select"/></p> <p>Comments: <input type="text"/></p> </div> </div>	<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>Go through each of the sections, and select your rating from the drop down menu.</p> <p>Please note if “Limited" is selected for any other factor, please refer to the instructions.</p>
 <p>RECOMMENDATION</p> <p><input checked="" type="radio"/> This administrator will be retained in probationary status, subject to final probationary evaluation.</p> <p><input type="radio"/> This administrator may be terminated from this position unless immediate and substantial improvement is achieved.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>ATTACHMENTS</p> <p>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.</p> <p><input type="button" value="Choose Files"/> No file chosen</p> </div> <p style="text-align: center; margin-top: 10px;"><input type="button" value="Save Evaluation"/></p> <p>Signature of Evaluator <input type="text"/> Signature of Administrator <input type="text"/></p> <p>Signature of Reviewer <input type="text"/></p> <p><small>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.</small></p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p><input checked="" type="checkbox"/> I accept</p> <p>Please type in your full LAUSD email address</p> <p><input type="text" value="email@lausd.net"/></p> <p style="text-align: right;"><input type="button" value="Submit"/></p> </div>	<p>Select your recommendation.</p> <p>You may attach up to 5 files in Word or PDF formats. Each file can be up to 2 MB.</p> <p>Then, check the box next to “I accept” to indicate that you accept the electronic signature agreement.</p> <p>Type your Full LAUSD email address and click “Submit”</p> <ul style="list-style-type: none"> • 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.

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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.**

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



The screenshot shows a web application interface. At the top, there is a blue header with the word "Home". Below the header, a message states "Your session will expire in: 60 minutes". A navigation bar contains four links: "» View instructions", "» Other evaluations", "» Release evaluation to employee" (which is highlighted with a red border), and "» Exempt Employee". Below the navigation bar, a modal dialog box titled "Release evaluation to employee" is open. The dialog box contains a checkbox with the text "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." and two buttons: "Submit" and "Cancel".

Check the box and Submit.