

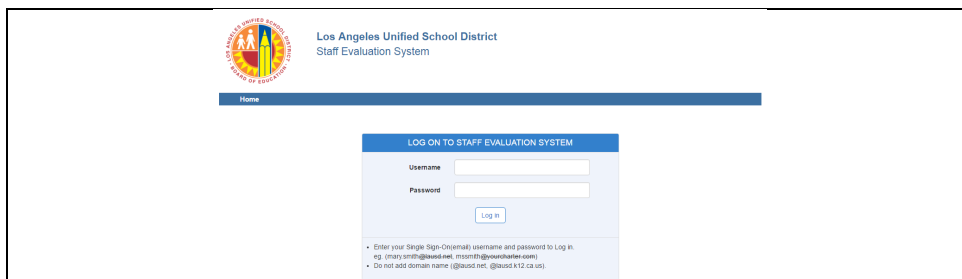
JOB AID for SUPERVISOR ROLE – Classified Staff Evaluation System

Welcome to the On-line Classified Staff Evaluation System.

This should be completed by the person who is at a Supervisory level or higher.

The **Supervisor** is responsible for evaluating employees as well as reviewing evaluations if designated as a Reviewer.

Please note that there are two (2) types of evaluations, Performance Evaluation for Classified Permanent Employees and Performance Evaluation for Permanent Classified Administrators. These forms are assigned to employees automatically based on their current position in the district.

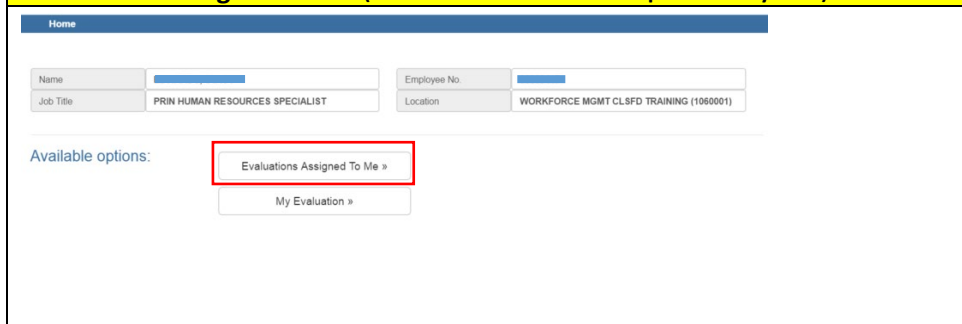


<https://myapps.lausd.net/eval>

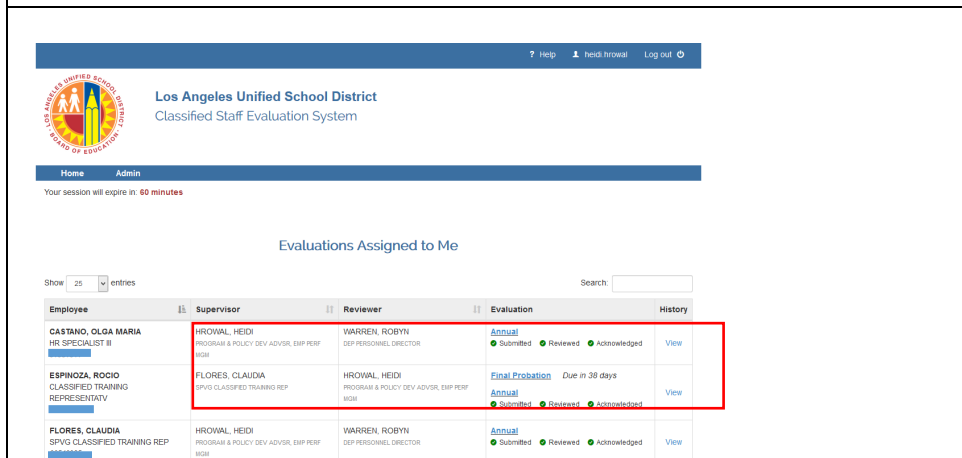
Login using your Single Sign-on username and password.

Do not add the domain name. (e.g. mary.smith@lausd.net)

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



Your Chief or Chief's designee will assign your evaluations. Select **“Evaluations Assigned to Me”** to begin evaluating your employee/s.



| Employee | Supervisor | Reviewer | Evaluation | History |
|--|---|---|---|---------|
| CASTANO, OLGA MARIA HR SPECIALIST II | HROWAL, HEIDI PROGRAM & POLICY DEV ADVSR, EMP PERF MGR | WARREN, ROBYN DEP PERSONEL DIRECTOR | Annual Submitted Reviewed Acknowledged | View |
| ESPINOZA, ROCIO CLASSIFIED TRAINING REPRESENTATIV | FLORES, CLAUDIA SPV CLASSIFIED TRAINING REP | HROWAL, HEIDI PROGRAM & POLICY DEV ADVSR, EMP PERF MGR | Final Probation Due in 38 days Annual Submitted Reviewed Acknowledged | View |
| FLORES, CLAUDIA SPV CLASSIFIED TRAINING REP | HROWAL, HEIDI PROGRAM & POLICY DEV ADVSR, EMP PERF MGR | WARREN, ROBYN DEP PERSONEL DIRECTOR | Annual Submitted Reviewed Acknowledged | View |

Under Evaluation, select **“Annual”** to begin the evaluation process. If you would like to view the history, you may select **“View”**.

JOB AID for SUPERVISOR ROLE – Classified Staff Evaluation System

Classified Employee Evaluation

PERSONNEL COMMISSION
PERFORMANCE EVALUATION FOR PERMANENT CLASSIFIED EMPLOYEES

Name: [Redacted] Job Title: SR OFFICE TECHNICAL

Employee No.: [Redacted] Location: ORGANIZATIONAL EXCELLENCE (1060001)

Report from: 7/1/2019 To: 1/27/2020 Update attendance

1 - ATTENDANCE Note the number of hours absent each day during the past year, excluding religious holidays of the employee's faith, vacations and school holidays or recesses.

ATTENDANCE – New Feature:

You may update attendance to reflect the time employee was under your supervision, or at your location:

To update attendance, Select the start date and current date and then, select “update attendance”

The default attendance is the current fiscal year

PERSONNEL COMMISSION
PERFORMANCE EVALUATION FOR PERMANENT CLASSIFIED EMPLOYEES

View instructions

Evaluation Period: 2015-2016

Name: [Redacted] Job Title: SR CLASSIFIED TRAINING REPRESENTATIVE

Employee No.: [Redacted] Location: WORKFORCE MGMT CLSFD TRAINING (1060001)

1 - ATTENDANCE Note the number of hours absent each day during the past year, excluding religious holidays of the employee's faith, vacations and school holidays or recesses.

Protected Hours: 152 Unprotected Hours: 8

| Description | Absence Type | Total Hours | Date (hours) |
|----------------------|--------------|-------------|-----------------|
| Personal Necessity P | Unprotected | 8 | Fri 3/25/16 (8) |

If you need instructions, Select “View Instructions” before starting your evaluation. This will open a pdf in a new window. You may print the pdf.

When you select either “Protected” or “Unprotected” it will expand to show you all the details including: Day, Date, and Number of Hours. Here, we selected “Unprotected” and it expanded to show the details of hours taken off by the employee.

Below standards: Quality of Work

A. Statement of the problem or concern *

B. The desired improvement *

C. Suggestions as to how to improve *

D. Provisions for assisting the employee *

Close

2 - WORK PRODUCTION
Quality of Work
Quantity of Work
Consider job title, workload, volunteer assignments are met.

Below standards comments for Quality of Work

3 - WORK HABITS

Continue with the rest of the evaluation.

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.

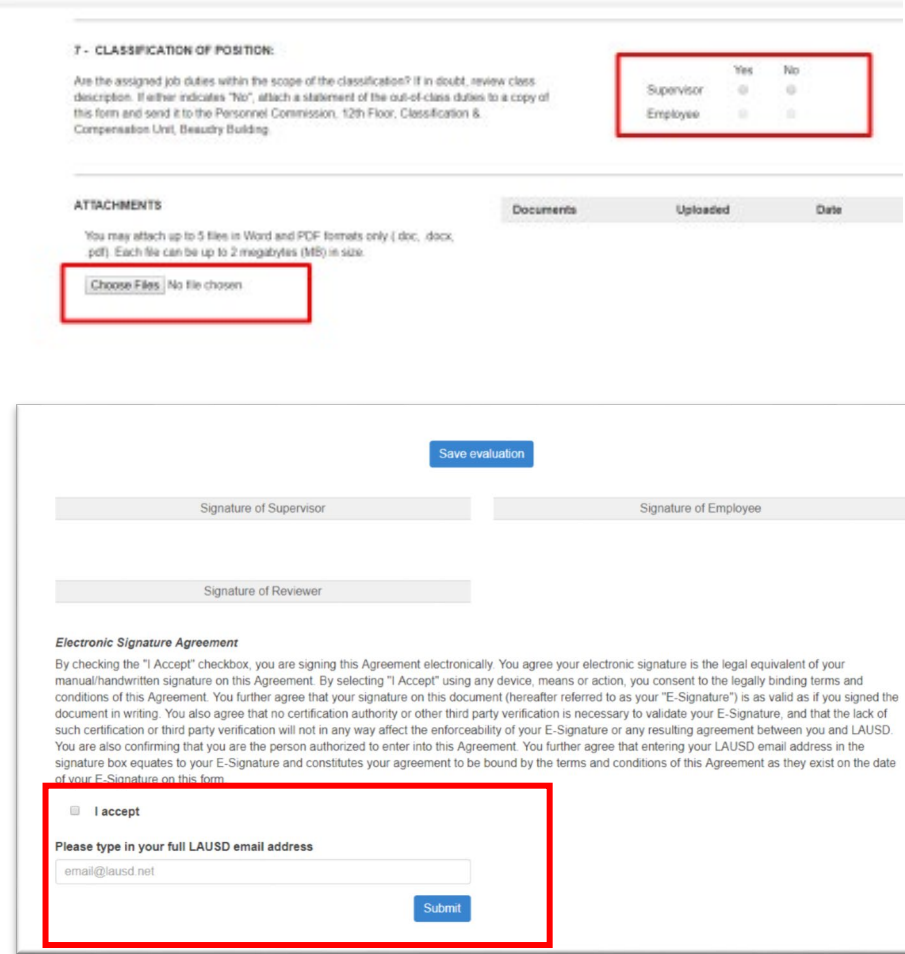
When you are done, select “close” in the lower right-hand corner of the comment box.

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

JOB AID for SUPERVISOR ROLE – Classified Staff Evaluation System

Please note: it is critical to remember that an employee should not be learning for the first time that his/her performance is below standards in any area through the evaluation process. The performance evaluation supports the disciplinary process but it is not a tool for discipline.

Continue with the rest of the evaluation.



7 - CLASSIFICATION OF POSITION:

Are the assigned job duties within the scope of the classification? If in doubt, review class description. If either indicates "No", attach a statement of the out-of-class duties to a copy of this form and send it to the Personnel Commission, 12th Floor, Classification & Compensation Unit, Beauty Building

| | Yes | No |
|------------|-----------------------|-----------------------|
| Supervisor | <input type="radio"/> | <input type="radio"/> |
| Employee | <input type="radio"/> | <input type="radio"/> |

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.

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

Check "Yes" or "No" to indicate if you believe your employee is working within the scope of his or her assigned job classification.

You may attach files to the evaluation by selecting "choose files"

Each session times out in 60 minutes. The time is on the upper left hand of the page. Make sure to "Save" often and "Save" before moving on to another task.

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"

- Your "Reviewer" will be notified via email that you have submitted the evaluation of your employee successfully. S/he will now review your evaluation.
- If the "Reviewer" agrees with your assessment, 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 let you know and you can discuss to make the necessary changes. Please note that the Reviewer will not have access to make changes to the evaluation, so the Supervisor will need to make any agreed upon changes.

JOB AID for SUPERVISOR ROLE – Classified Staff Evaluation System

Home
Your session will expire in: 60 minutes

Name: CORREA, WENDY
Job Title: ASST PRIN. SEC COUNSLNG SRVCS
Employee No.: [redacted]
Location: ADAMS MS (1800901)

Available options:
Evaluations Assigned To Me »
My Evaluation »

After submitting the employee’s evaluation, and after being reviewed by the reviewer (if there is one assigned), meet with your employee to discuss the evaluation then log back into the platform.

Select Evaluations Assigned to Me

*Note – if a reviewer does not review an evaluation within 3 calendar days, the supervisor can release the evaluation to the employee

Evaluations Assigned to Me

Show: 25 entries

| Employee | Supervisor | Reviewer | Evaluation | History |
|---|--|----------|---------------------|---------|
| AVENDANO, DALIA SPEC EDUCATION ASSISTANT 95107444 | CORREA, WENDY ASST PRIN. SEC COUNSLNG SRVCS | | Annual Submitted | View |
| CARBAJAL, ALFONSO SPEC EDUCATION ASSISTANT 90265104 | CORREA, WENDY ASST PRIN. SEC COUNSLNG SRVCS | | Annual Submitted | View |

Select their evaluation from the dashboard, once selected the evaluation will open up.

Note: Do this for every employee you supervise

Home Print
Your session will expire in: 60 minutes

» View instructions » Other evaluations » Release evaluation to employee

PERSONNEL COMMISSION
PERFORMANCE EVALUATION FOR PERMANENT CLASSIFIED EMPLOYEES

Evaluation Period: 2018-2019

Name: [redacted] Employee No.: [redacted]
Job Title: SPEC EDUCATION ASSISTANT Location: ADAMS MS (1800901)

Report from: [] To: []

1 - ATTENDANCE Note the number of hours absent each day during the past year, excluding religious holidays of the employee's faith, vacations and school holidays or recesses.

“Release Evaluation to Employee”

The employee will receive an email notification to login to the platform and acknowledge the evaluation by selecting the box “I accept” and entering his/her email address which is her electronic signature.

Note: As soon as the supervisor releases the evaluation, the employee can login and acknowledge the evaluation. Sometimes, there are delays in receiving the email notification.

JOB AID for SUPERVISOR ROLE – Classified Staff Evaluation System

Classified Administrator Evaluation

[View instructions](#)

PERSONNEL COMMISSION
PERFORMANCE EVALUATION FOR PERMANENT CLASSIFIED ADMINISTRATORS

School year: 2015-2016

Name: HOLGUIN, CARLA Employee No: [REDACTED]
Job Title: CLASSIFIED ASSIGNMENTS COORD Location: CLASSIFIED EMPLOYMENT SERVICES (106060)

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

| | |
|--|---|
| I. BUDGET AND FINANCIAL MANAGEMENT | IV. ORGANIZATIONAL COMMUNICATIONS |
| A. Maintained overall accountability for budget administration | A. Prepared or directed the preparation of accurate, comprehensive and timely written reports |
| B. Applied and maintained expenditure controls | B. Presented clear, direct, comprehensive and persuasive oral reports |
| C. Established and maintained position controls | C. Communicated responses to requests for information in an accurate and timely manner |
| D. Anticipated future budget and financial concerns | D. Informed superiors and subordinates of pertinent information and other |

Select **“View Instructions”** before starting your evaluation. This will open a pdf in a new window. You may print the pdf.

Begin your evaluation

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

If **“Limited”** 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.

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

Please note: it is critical to remember that an employee should not be learning for the first time that his/her performance is **limited** in any area through the evaluation process. The performance evaluation supports the disciplinary process but it is not a tool for discipline.

JOB AID for SUPERVISOR ROLE – Classified Staff Evaluation System

7 - CLASSIFICATION OF POSITION:

Are the assigned job duties within the scope of the classification? If in doubt, review class description. If either indicates "No", attach a statement of the out-of-class duties to a copy of this form and send it to the Personnel Commission, 12th Floor, Classification & Compensation Unit, Beaudry Building.

| | Yes | No |
|------------|-----------------------|-----------------------|
| Supervisor | <input type="radio"/> | <input type="radio"/> |
| Employee | <input type="radio"/> | <input type="radio"/> |

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.

No file chosen

| Documents | Uploaded | Date |
|-----------|----------|------|
|-----------|----------|------|

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

Each session times out in **60 minutes**. The time is on the upper left hand of the page. Make sure to **"Save"** your evaluation before moving on to another task.

Check "Yes" or "No" to indicate if you believe your employee is working within the scope of his or her assigned job classification.

Please note: an indication of "no" does not trigger an automatic review of the position. It is still the supervisor's responsibility to initiate that process with the Personnel Commission.

You may attach up to 5 files in Word or PDF formats. Each file can be up to 2 MB. Files can be attached to support your ratings. For example, if the employee has excellent ratings, you may attach a sample of his/her work in powerpoint, or an email that praised his/her work, etc. Attachments are optional.

If you are not ready to submit, click **"Save"**

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"**

- Your "Reviewer" will be notified via email that you have submitted the evaluation of your employee successfully. S/he will now review your evaluation.
- If the "Reviewer" agrees with your assessment, 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 let you know and you can discuss to make the necessary changes. Please note that the Reviewer will not have access to make changes to the evaluation, so the Supervisor will need to make any agreed upon changes. After you make the changes, meet with your employee to discuss his/her evaluation; print a final copy of the evaluation as well and ask the employee to sign that copy for your records.

JOB AID for SUPERVISOR ROLE – Classified Staff Evaluation System

Home
Your session will expire in: 60 minutes

Name: CORREA, WENDY
Employee No.: [redacted]
Job Title: ASST PRIN. SEC COUNSLNG SRVCS
Location: ADAMS MS (1800901)

Available options:
Evaluations Assigned To Me »
My Evaluation »

After submitting the employee’s evaluation, and after being reviewed by the reviewer (if there is one assigned), meet with your employee to discuss the evaluation then log back into the platform.

Select Evaluations Assigned to Me

*Note – if a reviewer does not review an evaluation within 3 calendar days, the supervisor can release the evaluation to the employee

Evaluations Assigned to Me

Show 25 entries

| Employee | Supervisor | Reviewer | Evaluation | History |
|--|--|----------|---------------------|---------|
| AVENDANO, DALIA SPEC EDUCATION ASSISTANT change assignment | CORREA, WENDY ASST PRIN. SEC COUNSLNG SRVCS | | Annual Submitted | View |
| CARBAJAL, ALFONSO SPEC EDUCATION ASSISTANT change assignment | CORREA, WENDY ASST PRIN. SEC COUNSLNG SRVCS | | Annual Submitted | View |

Select their evaluation from the dashboard, once selected the evaluation will open up.

Note: Do this for every employee you supervise

Home Print

Your session will expire in: 60 minutes

» View instructions » Other evaluations » Release evaluation to employee

PERSONNEL COMMISSION
PERFORMANCE EVALUATION FOR PERMANENT CLASSIFIED EMPLOYEES

Evaluation Period: 2018-2019

Name: [redacted] Employee No.: [redacted]
Job Title: [redacted] Location: ADAMS MS (1800901)

“Release Evaluation to Employee”

The employee will receive an email notification to login to the platform and acknowledge the evaluation by selecting the box “I accept” and entering his/her email address which is her electronic signature.

Note: As soon as the supervisor releases the evaluation, the employee can login and acknowledge the evaluation. Sometimes, there are delays in receiving the email notification.

Notes:

- If an employee refuses to sign or acknowledge an evaluation, kindly print the evaluation and have a witness sign it stating that the employee has viewed the evaluation and refuses to sign.
- If the employee does not agree with the evaluation, you may let the employee know that s/he can use the comment box for notes or feedback. Attachments can also be uploaded to the platform.
- If you need assistance, email PC-Evaluation@lausd.net