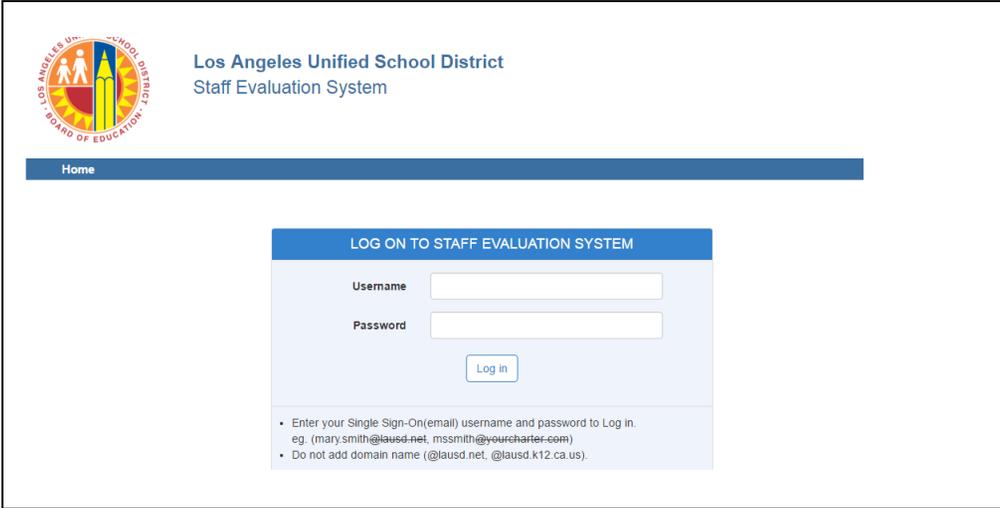
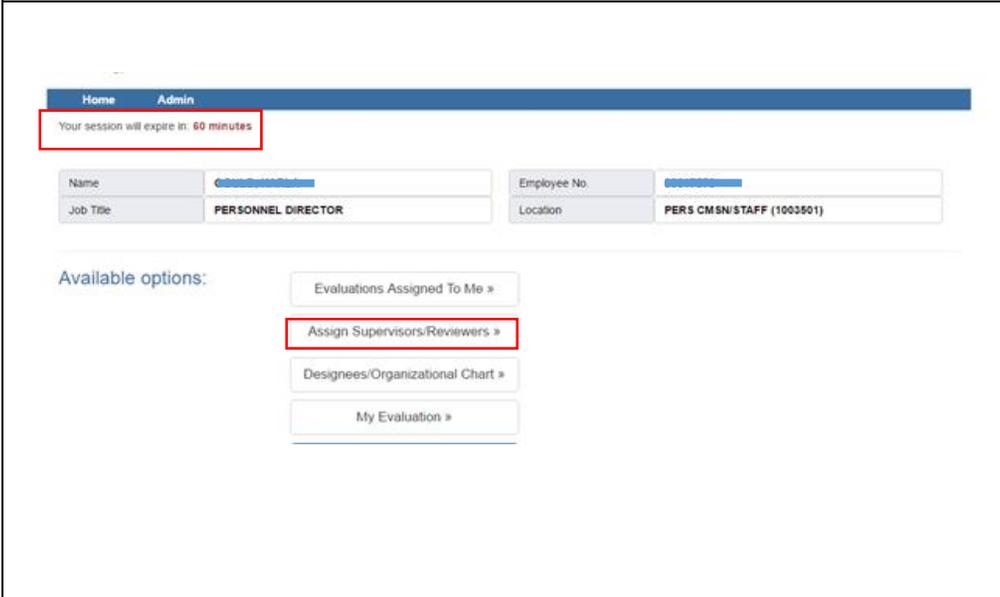


Job Aid for CHIEF Role – Classified Staff Evaluation System

Welcome to the On-Line Classified Staff Evaluation System.

The **Chief** is responsible for the following:

- Assigning the Supervisors and Reviewers within the organization who will complete and approve evaluations
- Assigning one or more **Designees** who can assist in assigning Supervisors and Reviewers within the organization

	<p>https://myapps.lausd.net/eval</p> <p>Login using your Single Sign-on username and password.</p>
Landing Page	
	<p>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.</p> <p>The first task of the Chief is to Assign Supervisors and Reviewers.</p>

Assign Supervisors and Reviewers

Los Angeles Unified School District
Staff Evaluation System

Home

Name: [redacted] Employee No.: [redacted]
Job Title: ASST DIR, PERSONNEL Location: CLASSIFIED EMPLOYMENT SERVICES (1006001)

Available options:

- Evaluations Assigned To Me >
- Assign Supervisors/Reviewers >**
- Designees/Organizational Chart >
- My Evaluation >

As Chief, you are be able to assign Supervisors and Reviewers the employees.

Assign Supervisors and Reviewers

Location: CLASSIFIED EMPLOYMENT SERVICES Additional Reviewer/Supervisor

Chief: SEGEE, EVA (00000000)
Designees: FROHWEIN, MATTHEW (00000000), UNDERWOOD, MARIA (00000000)

Assigned Not assigned All Result: 50

Employee	Supervisor	Reviewer
AGUIYO-ARAGON, NORMA (00000000)	SEGEE, EVA (00000000)	HOLGUIN, CARLA (00000000)
ARVIZU, TRINIDAD (00000000)		-No reviewer-
ASCENCIO, CLAUDIA (00000000)	SEGEE, EVA (00000000)	WACHTEL WARREN, ROBYN (00000000)
BOAYES, DEBBY (00000000)		-No reviewer-
BRADLEY, PAULA (00000000)	SEGEE, EVA (00000000)	-No reviewer-
CHAPPLE, TESHEMIA (00000000)		-No reviewer-
CISNEROS, WENDY (00000000)	GUZMAN, MARIEL (00000000)	SEGEE, EVA (00000000)
CORRALES, MARCELA (00000000)		-No reviewer-
DILBERT, LESLIE (00000000)		-No reviewer-
ESTRELLA, LORENA (00000000)	UNDERWOOD, MARIA (00000000)	HOLGUIN, CARLA (00000000)
FERNANDEZ, EMILY (00000000)		-No reviewer-
FOOTE, STACIE (00000000)		-No reviewer-
FROHWEIN, MATTHEW (00000000)		-No reviewer-
GESMUNDO, EVELYN (00000000)		-No reviewer-
GILMORE, KAREN (00000000)	LY, CHAN (00000000)	-No reviewer-

1 2 3 4 View all

Save

Use the drop-down menus under Supervisor and Reviewer to select or change the Supervisor or Reviewer that will conduct the evaluation and review the completed evaluation for each employee.

If no reviewer is needed, please select “No Reviewer” from the drop down menu.

If you do not see the name of the individual that you would select as the supervisor or reviewer on the drop down menu, select the box “Additional Reviewer/Supervisor” and the following will pop-up

Enter the name of the person, select it and click on “Add Supervisor/Reviewer”. The name will now be visible in the drop-down menu and you may select him/her as supervisor/reviewer.

Save your changes before moving on to the next page or task.

After saving your assignments, select the “Home” button on the upper left hand corner to go back to the landing page.

Designees/Organizational Chart

Home

Name: [SEGEE, EVA] Employee No: [REDACTED]
 Job Title: ASST DIR, PERSONNEL Location: CLASSIFIED EMPLOYMENT SERVICES (1060601)

Available options:

- Evaluations Assigned To Me »
- Assign Supervisors/Reviewers »
- Designees/Organizational Chart »**
- My Evaluation »

A **Designee** is someone assigned by the Chief to determine the Supervisors and Reviewers of the employees in the department. A Designee is the Chief’s proxy, and has exactly the same rights as the Chief.

You will be able to see your Department’s Organizational Chart, as well as the Designees that have already been assigned. You will be able to assign Designees. You may also remove Designees if necessary.

Select Designees/Organizational Chart

Organization Chart

Instructions

- Click to view employees in that cost center
- Click to view or assign new designees to that cost center

Status Report by Cost Center

- PERS CMSN/STAFF 01003501 27 GOULD, KARLA
- PC-CLASSIFIED GROWTH AND DEVT UNIT 01029901 2 GOULD, KARLA
- PC-SC BASED EMP ASSESSMNT UNIT 01060201 0 GOULD, KARLA
- PC-SOUTH CLS EMP OFC 01060301 0 GOULD, KARLA
- CLASSIFIED EMPLOYMENT SERVICES 01060601 57 SEGEE, EVA
- PD-TCHR ASST POOL 01995401 0 SEGEE, EVA

Legend:

- Click on Icon to view employees in the cost center
- Click on Icon to view the number of employees in the cost center
- Click on Icon to view or assign designees to the cost center

Select to add a Designee

PERS CMSN/STAFF (1003501)

Employees Chief/Designees

CHIEF GOULD, KARLA

SEGEE, EVA

SEGEE, EVA asst dir, personnel

Designee	Assigned by	Date	
WACHTEL WARREN, ROBYN	GOULD, KARLA	5/2/2016	
KAPLAN, ROSARY	GOULD, KARLA	4/29/2016	

Enter the name or employee number (including leading zeroes) of the designee in this field. When the name shows up, select the name and click “Assign designee”

You may also remove Designees from this page