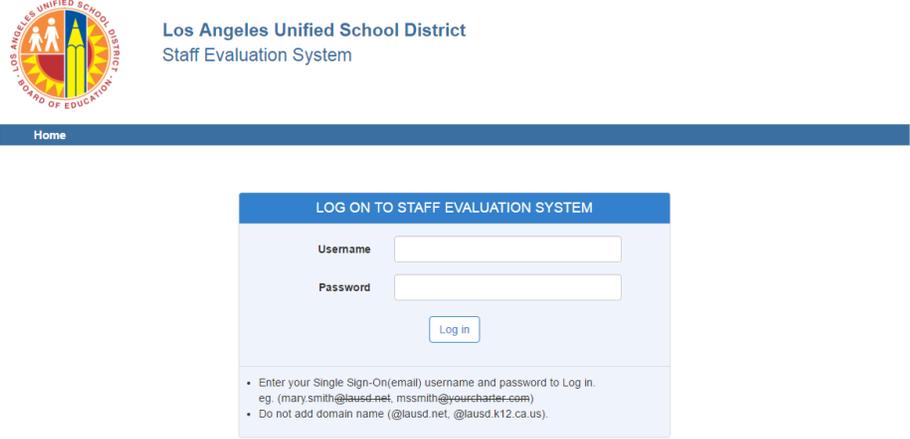
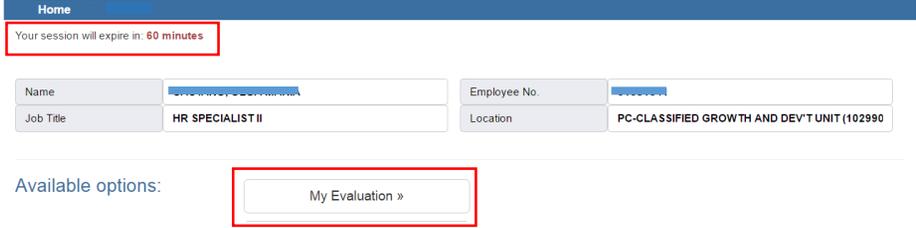
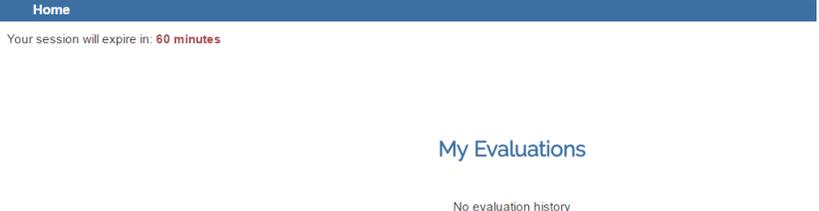


Welcome to the On-Line Classified Staff Evaluation System.

Performance Evaluation for Permanent Classified Employees (hourly)

	<p><a href="https://myapps.lausd.net/eval">https://myapps.lausd.net/eval</a></p> <p>Login using your Single Sign-on username and password.</p>
<p><b>My Evaluation</b></p>	
	<p>Note that your session expires in 60 minutes. Make sure to save any changes you make in the system before moving on to the next task.</p> <p>You may view your Evaluation on this page by selecting “My Evaluation”</p>
	<p>You will see this message if you have no evaluation history and/or your current evaluation has not been completed by your Supervisor.</p>

Home

Your session will expire in: 60 minutes

### My Evaluations

Annual 2015-2016  
PROGRAM & POLICY DEV ADVSR, EMP PERF MGM  
PC-CLASSIFIED GROWTH AND DEVT UNIT (1029901)

Annual 2016-2017  
PROGRAM & POLICY DEV ADVSR, EMP PERF MGM  
PC-CLASSIFIED GROWTH AND DEVT UNIT (1029901) In progress

If you have an Evaluation History:

- You will see your previous performance evaluations here.
- If your current performance evaluation has not been completed and released by your supervisor, it will show as “pending”.

### Classified Administrator (Salaried)

Home Print

[View instructions](#)

PERSONNEL COMMISSION  
PERFORMANCE EVALUATION FOR PERMANENT CLASSIFIED ADMINISTRATORS

School year: 2015-2016

Name: \_\_\_\_\_  
Employee No.: \_\_\_\_\_  
Job Title: PROGRAM & POLICY DEV ADVSR, EMP PERF M  
Location: PC-CLASSIFIED GROWTH AND DEV'T UNIT (14

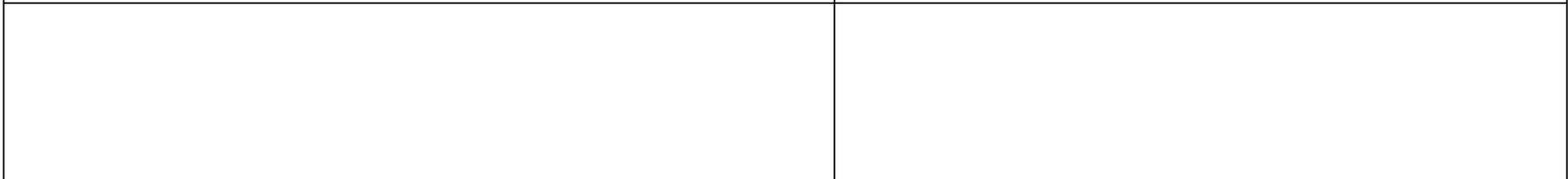
Evaluate the administrator's performance for the period covered as it relates to his/her effectiveness in the factors listed. Write the number which corresponds to your evaluation on the line next to the factor utilizing the following scale:  
0. Not Applicable (N/A) 1. Limited 2. Acceptable 3. Good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

I. BUDGET AND FINANCIAL MANAGEMENT  
A. Maintained overall accountability for budget administration 0. Not Applicable (N/A)

IV. ORGANIZATIONAL COMMUNICATIONS  
A. Prepared or directed the preparation of accurate, comprehensive and timely written reports 0. Not Applicable (N/A)

If your evaluation has been completed, **you will receive an email** and you may view your evaluation and acknowledge it.

You may view the instructions by selecting “View Instructions”



The screenshot shows the 'ATTACHMENTS' section with a file upload area. Below it are signature fields for the Evaluator, Reviewer, and Administrator. A red box highlights a comment area with the text 'If you wish, you may provide your comment below' and a 'Save comment' button. Another red box highlights the 'I Accept' checkbox and an email address input field with an 'I Acknowledge' button.

You may submit attachments in word or pdf if you wish.

You may provide your comments if your wish. Make sure to **“Save your comment.”**

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 **“I Acknowledge”**

Classified Employee (Hourly)

The screenshot shows the 'PERSONNEL COMMISSION PERFORMANCE EVALUATION FOR PERMANENT CLASSIFIED EMPLOYEES' form. It includes fields for Name, Employee No., Job Title, and Location. Below these are 'Protected Hours' (0) and 'Unprotected Hours' (38.00) with 'view' buttons. A 'Comments' text area is at the bottom.

If your evaluation has been completed, **you will receive an email** and you may view your evaluation and acknowledge it.

You may view the instructions by selecting **“View Instructions”**

You can see the details of your attendance by selecting view for **“Protected”** or **“Unprotected”** absences.

6 - OVERALL WORK PERFORMANCE

Comments

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.

Choose Files No file chosen

Documents Uploaded Date

Signature of Supervisor

PROGRAM & POLICY DEV ADVSR, EMP PERF MGMT  
3/22/2017 1:49:40 PM

Signature of Reviewer

If you wish, you may provide your comment below

Save comment

EMPLOYEE: The signing of this form is merely an acknowledgement of having seen and discussed the evaluation. Your signature does not necessarily imply agreement with the conclusion of your supervisor.

Signature of Employee

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

I Acknowledge

Please check “Yes” or “No” if the assigned job duties are within the scope of the 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 submit attachments in word or pdf if you wish.

You may provide your comments if your wish. Make sure to **“Save your comment.”**

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 **“I Acknowledge”**

Notes:

- If you do not agree with your evaluation, you may use the comment box for your notes or feedback or provide an attachment.
- If you need assistance, email [PC-Evaluation@lausd.net](mailto:PC-Evaluation@lausd.net)