

Job Aid for SUPERVISOR Role – Classified Staff Evaluation System

Welcome to the On-Line Classified Staff Evaluation System.

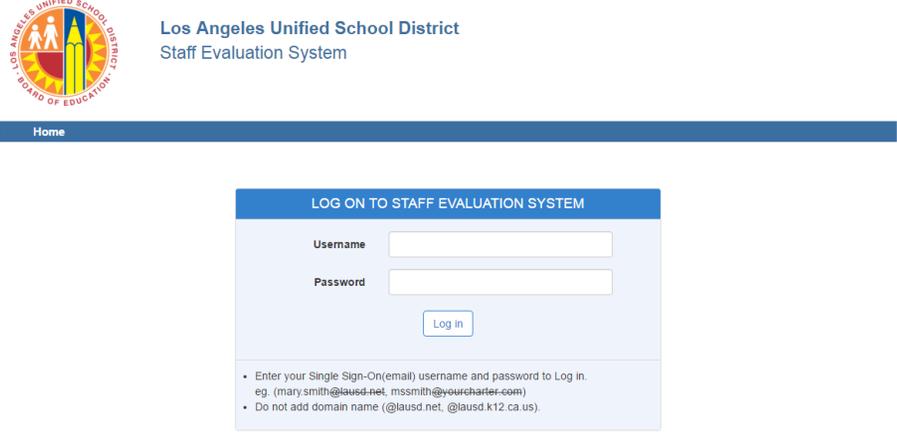
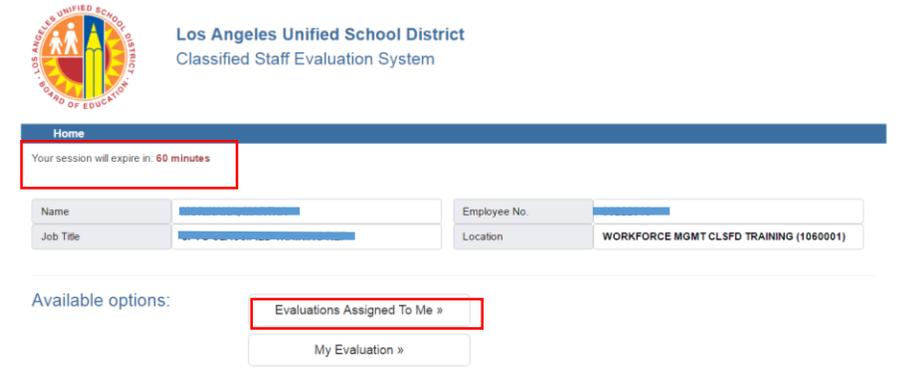
This should be completed by the person who is at a **Supervisory** level or higher.

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

Please note that we currently have two Evaluation Forms:

- Performance Evaluation for Permanent Classified Employees (hourly)
- Performance Evaluation for Permanent Classified Administrator (salaried)

These forms are assigned to employees automatically based on their current position in the district.

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|  <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> <ul style="list-style-type: none">• Enter your Single Sign-On(email) username and password to Log in. eg. (mary.smith@lausd.net, msmith@yourcharter.com)• Do not add domain name (@lausd.net, @lausd.k12.ca.us). | <p>https://myapps.lausd.net/eval</p> <p>Login using your Single Sign-on username and password.</p> |
| <p>Evaluations Assigned to Me (evaluations that I must complete for my staff)</p> | |
|  <p>Los Angeles Unified School District Classified Staff Evaluation System</p> <p>Home</p> <p>Your session will expire in: 60 minutes</p> <p>Name <input type="text"/></p> <p>Employee No. <input type="text"/></p> <p>Job Title <input type="text"/></p> <p>Location WORKFORCE MGMT CLSPD TRAINING (1060001)</p> <p>Available options:</p> <p>Evaluations Assigned To Me »</p> <p>My Evaluation »</p> | <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>Select “Evaluations Assigned to Me” to view and begin the performance evaluations of your direct reports.</p> |

Job Aid for SUPERVISOR Role – Classified Staff Evaluation System

Evaluations Assigned to Me

Show 10 entries Search:

| Employee | Supervisor | Reviewer | Evaluation | History |
|--------------------------------------------------|------------------------------------------------------|-------------------------------------------------|---------------------------------------|---------|
| JYLES, RICHARD MULTIMEDIA DESIGNER | EDWARDS, STACY PRIN HUMAN RESOURCES SPECIALIST | WACHTEL WARREN, ROBYN DEP PERSONNEL DIRECTOR | Annual Submitted Reviewed Released | View |
| KLAVE, WINNIE PRIN CLERK | EDWARDS, STACY PRIN HUMAN RESOURCES SPECIALIST | WACHTEL WARREN, ROBYN DEP PERSONNEL DIRECTOR | Annual | View |
| KRUPAT, MARISSA SR HUMAN RESOURCES SPECIALIST | EDWARDS, STACY PRIN HUMAN RESOURCES SPECIALIST | WACHTEL WARREN, ROBYN DEP PERSONNEL DIRECTOR | Annual | View |
| LINSEY, CHERYL HR SPECIALIST III | WACHTEL WARREN, ROBYN DEP PERSONNEL DIRECTOR | | Annual Submitted Released | View |

Select “Annual” to open the employee’s annual performance evaluation

Classified Employee Evaluation

Home Admin Print

Your session will expire in: 60 minutes

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

PERSONNEL COMMISSION
PERFORMANCE EVALUATION FOR PERMANENT CLASSIFIED EMPLOYEES

Evaluation Period: 2015-2016

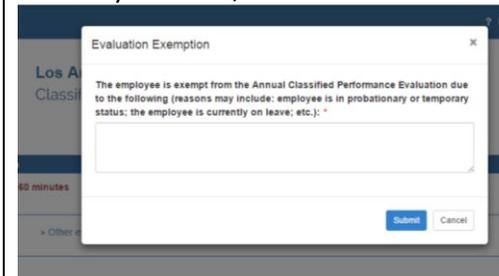
| | | | |
|-----------|-----------------------|--------------|---------------------------|
| Name | <input type="text"/> | Employee No. | <input type="text"/> |
| Job Title | RDA-HR SPECIALIST III | Location | PERS CMSN/STAFF (1003501) |

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.

“**Other Evaluations**” – will allow you to see prior completed performance evaluation re

“**Exempt Employee**” - If your employee is exempt from evaluation, please select “Exempt Employee” and a window will open. Please indicate the reason in the box provided. Reasons may include: employee is in probationary or temporary status; the employee is currently on leave; etc.



Please fill out the date range for the Evaluation. If it is other than the full school year indicated.

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.

Select “View” to show details for the employee’s “Protected” or “Unprotected” absences. If you wish to make notes regarding the absences please use the comment box provided.

Continue with the rest of the evaluation.

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

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”.

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.

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.

The screenshot shows the 'ATTACHMENTS' section of the evaluation system. A red box highlights the instructions: '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.' Below this is a 'Choose Files' button and the text 'No file chosen'. To the right is a table with columns 'Documents', 'Uploaded', and 'Date'. Below the table is a 'Save evaluation' button. Further down are three signature fields: 'Signature of Supervisor', 'Signature of Employee', and 'Signature of Reviewer'. Below the signature fields is the 'Electronic Signature Agreement' section, which includes a checkbox for 'I accept' and a text input field for 'Please type in your full LAUSD email address' with the value 'email@lausd.net' and a 'Submit' button.

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.**

The screenshot shows the home page of the Los Angeles Unified School District Classified Staff Evaluation System. The page features the district logo and the text 'Los Angeles Unified School District Classified Staff Evaluation System'. Below this is a navigation bar with 'Home', 'Admin', and 'Print' links. A session timer indicates 'Your session will expire in: 60 minutes'. A main navigation menu includes 'View instructions', 'Other evaluations', 'Release evaluation to employee' (highlighted with a red box), and '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

The screenshot shows a dialog box titled 'Release evaluation to employee'. It 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.' Below the checkbox are 'Submit' and 'Cancel' buttons.

Check the box and Submit

Classified Administrator Evaluation

Home Admin Print

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

» View instructions » Other evaluations » Exempt Employee

PERSONNEL COMMISSION
PERFORMANCE EVALUATION FOR PERMANENT CLASSIFIED ADMINISTRATORS

School Year: **2015-2016**

Name: [REDACTED] Employee No.: [REDACTED]
Job Title: **PROGRAM & POLICY DEV ADVSR, EMP PERF MC** Location: **PC-CLASSIFIED GROWTH AND DEV'T UNIT (16**

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 [] To []

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

0. Not Applicable (N/A) ▼
Select
0. Not Applicable (N/A)
1. Limited
2. Acceptable
3. Good
4. Strong
5. Exceptional
5. Exceptional ▼

IV. ORGANIZATIONAL COMMUNICATIONS

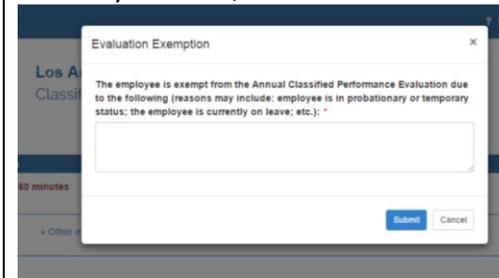
- A. Prepared or directed the preparation of accurate, comprehensive and timely written reports
- B. Presented clear, direct, comprehensive and persuasive oral reports
- C. Communicated responses to requests for information in an accurate and timely manner
- D. Informed superiors and subordinates of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

0. Not Applicable (N/A) ▼
1. Limited ▼
1. Limited ▼
5. Exceptional ▼

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.

“**Other Evaluations**” – will allow you to see prior completed performance evaluation re

“**Exempt Employee**” - If your employee is exempt from evaluation, please select “Exempt Employee” and a window will open. Please indicate the reason in the box provided. Reasons may include: employee is in probationary or temporary status; the employee is currently on leave; etc.



Please fill out the date range for the Evaluation. If it is other than the full school year indicated.

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.

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 |
|-----------|----------|------|
| | | |

[Save Evaluation](#)

Signature of Evaluator

Signature of Administrator

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](#)

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.

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Home Admin [Print](#)

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

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

PERSONNEL COMMISSION
PERFORMANCE EVALUATION FOR PERMANENT CLASSIFIED ADMINISTRATORS

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](#)

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

Check the box and Submit.

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