



Classified Staff Evaluation System

Secondary School Administrative Assistants

Objectives

- Develop understanding of navigating classified evaluation platform
- Develop examples of comments for “Meets Standards”
- Discuss and develop examples of “Below Standards” comments



Classified Staff Evaluation System



Los Angeles Unified School District
Staff Evaluation System

Home



LOG ON TO STAFF EVALUATION SYSTEM

Username

Password

Log in

- 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).

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

Evaluation Assignments



Los Angeles Unified School District Classified Staff Evaluation System

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

Name [REDACTED] HA

Employee No. [REDACTED]

Job Title [REDACTED] P

Location

WORKFORCE MGMT CLSFD TRAINING (1060001)

Available options:

Evaluations Assigned To Me »

My Evaluation »

Evaluation Assignments

Evaluations Assigned to Me



Show entries

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
LINDSEY, CHERYL HR SPECIALIST III	WACHTEL WARREN, ROBYN DEP PERSONNEL DIRECTOR		Annual ✔ Submitted ✔ Released	View

Before Starting the Evaluation



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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		Employee No.	
Job Title	RDA-HR SPECIALIST III	Location	PERS CMSN/STAFF (1003501)

Report from To

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.

Protected Hours	<div></div>	view	Unprotected Hours	<div></div>	view
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Comments to Support Ratings



	Below Standards	Meets Standards	Exceeds Standards	
2 - WORK PRODUCT				If "Below Standards" is checked, see Paragraph 5 & 6 in the instructions .
Quality of Work	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Comments <div></div>
Quantity of Work	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
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.				



Activity: Comments

Area	Comment
Attendance	
Work Habits	
Work Product	

Below Standards Comments



Below standards: Work Habits [X]

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

[Close](#)

2 - WORK PRODUCTION

Quality of Work

Quantity of Work

Consider job knowledge, workload, volume, assignments and

3 - WORK HABITS

Consider dependability, punctuality, ability to comply with instructions, and ability to work without close supervision.

[Below standards comments](#)

Activity: Comments Below Standards: Work Habits



A. Statement of the problem or concern

--

B. The desired improvement

--

C. Suggestions as to how to improve

--

D. Provisions for assisting the employees

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Scope of Assigned Job Classification



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"/>

Supporting Documents



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

Evaluation Release



Los Angeles Unified School District Classified Staff Evaluation System

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

» View instructions

» Other evaluations

» Release evaluation to employee

» Exempt Employee

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



Evaluation and Feedback