

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 Search

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



Home

Your session will expire in: 60 minutes



Available options:

Evaluations Assigned To Me »

My Evaluation »

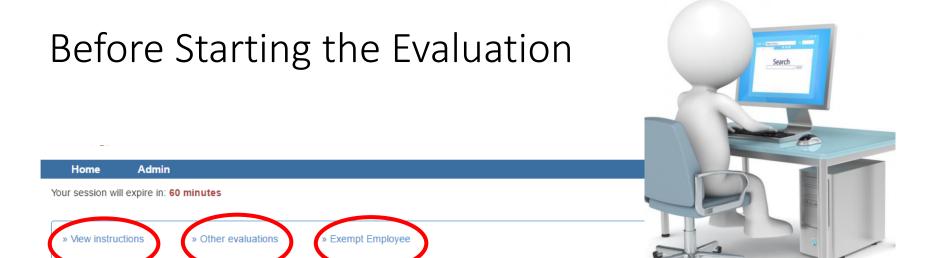
Evaluation Assignments

Evaluations Assigned to Me

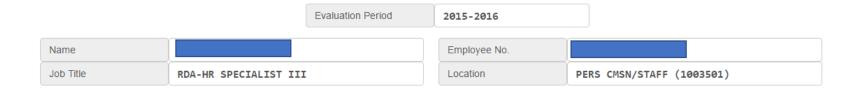


Show	10	*	entries
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Employee 1	Supervisor 1	Reviewer	Evaluation	History
JYLES, RICHARD MULTIMEDIA DESIGNER	EDWARDS, STACY PRIN HUMAN RESOURCES SPECIALIST	WACHTEL WARREN, ROBYN DEP PERSONNEL DIRECTOR	Annual ● Submitted ● Reviewed ● Released	View
KLAVE, 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	WACHTEL WARREN, ROBYN DEP PERSONNEL DIRECTOR		Annual Submitted Released	View



PERSONNEL COMMISSION PERFORMANCE EVALUATION FOR PERMANENT CLASSIFIED EMPLOYEES





Attendance

1 - ATTENDANCE

Note the number of hours absent each day during the past year, <u>excluding</u> religious holidays of the employee's faith, vacations and school holidays or recesses.

Protected Hours	view	Unprotected Hours	view



Comments to Support Ratings





Activity: Comments



Area	Comment
Attendance	
Work Habits	
Work Product	

Below Standards Comments

Below standards: Work Habits

2 - WORK PROD

Quality of Work

Quantity of Wor

Consider job kr workload, volun

assignments ar

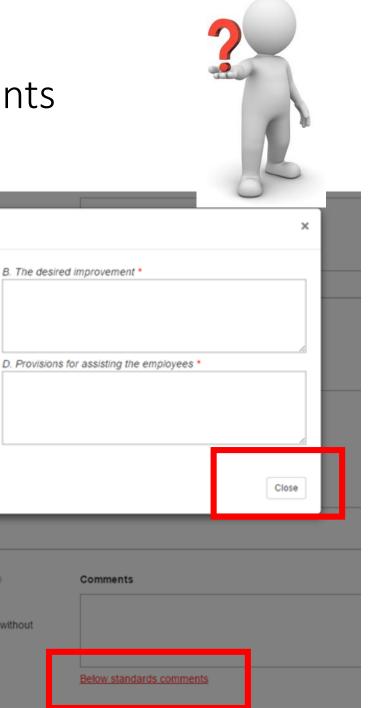
3 - WORK HABITS

close supervision.

A. Statement of the problem or concern *

C. Suggestions as to how to improve *

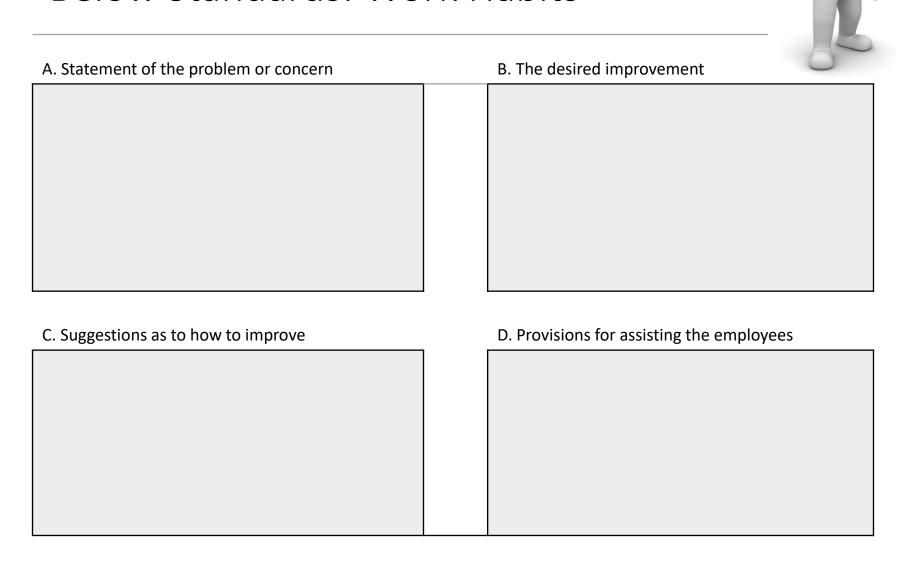
Consider dependability, punctuality, ability to comply with instructions, and ability to work without



B. The desired improvement *

Comments

Activity: Comments Below Standards: Work Habits







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.

Supervisor

Employee

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Supporting Documents



Documents	Uploaded			
	opiouaca	Date		
Save evaluation				
	Signature of Employee			
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.				
	agree your electronic signature nt to the legally binding terms a you signed the document in wri n certification or third party veri that you are the person author	Signature of Employee agree your electronic signature is the legal equivalent of your m nt to the legally binding terms and conditions of this Agreement you signed the document in writing. You also agree that no cert n certification or third party verification will not in any way affect that you are the person authorized to enter into this Agreemen		

Please type in your full LAUSD email address

email@lausd.net

I accept

Submit

Evaluation Release



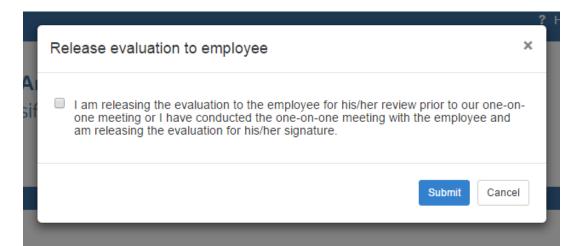


Los Angeles Unified School District

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Evaluation and Feedback