



Classified Growth & Development Cycle

EVIDENCE COLLECTION

RESOURCE GUIDE





Classified Growth & Development Cycle

Pilot Process





Classified Growth & Development Cycle

Reflection, Journaling and Evidence Collection

■ What is Reflection?

- Reflection means to think, ponder, or meditate; to carefully consider actions, activities, thoughts, behaviors, etc.
- Usually involves looking back at what has taken place and considering what it means
- Reflection questions –
 - What is something you did to further your growth goals or increase your value at the workplace?
 - What is something you learned about yourself this week?
 - Did you have any positive work experiences this week? What did you learn from them?
 - Did you have any negative work experiences this week? What did you learn from them? How do you plan to make future experiences like it positive?
 - What did you do this week that will contribute to your professional growth?
 - Did anything happen this week that stands out? What was it related to? Did you learn anything from it?

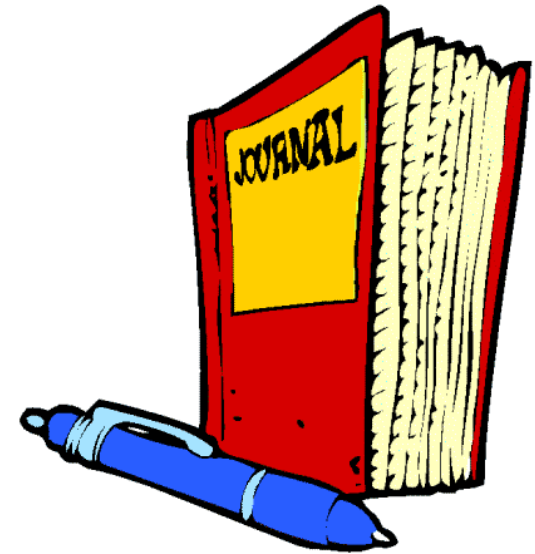




Classified Growth & Development Cycle

Reflection, Journaling and Evidence Collection

- What is Journaling?
 - A journal is a record of
 - Occurrences
 - Experiences
 - Behaviors
 - Journaling is the ongoing or recurring act of keeping a journal
 - A journal is a narrative record





Classified Growth & Development Cycle

Reflection, Journaling and Evidence Collection

Reflection, Journaling, & Evidence Collection Process

- We will send regular e-mail reminders regarding Reflection, Journaling and Evidence Collection.
 - You are NOT required to do this on a weekly basis.
 - You can use tools that are most convenient for you. We will provide suggestions in the following pages

NOTE:

At the end of the year you will be asked to develop a growth report for your manager so that s/he can complete your Final Evaluation



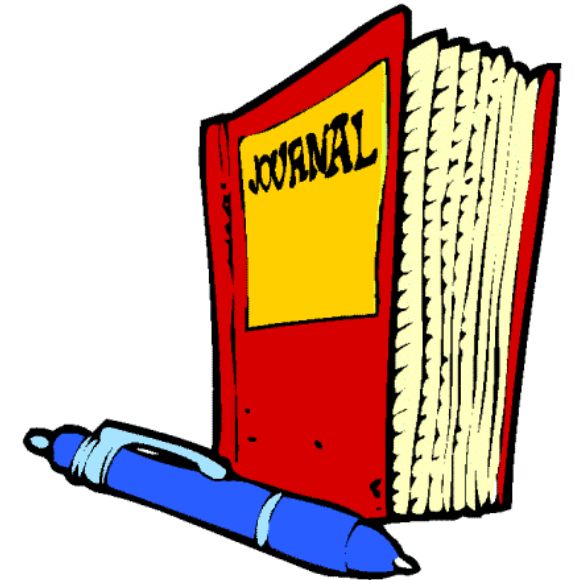


Classified Growth & Development Cycle

Reflection, Journaling and Evidence Collection

Journal/Evidence Notebook Options

- Microsoft Outlook – journal function is embedded
- Microsoft Excel – CGDC has created a template for your use
- Microsoft Word – CGDC has created a template for your use
- A notebook – paper based journal





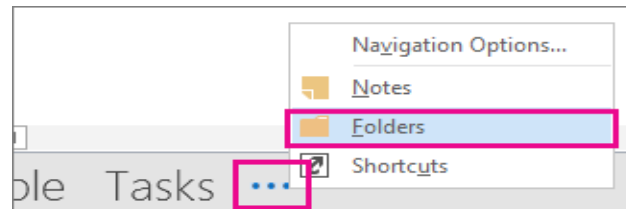
Classified Growth & Development Cycle

Reflection, Journaling and Evidence Collection

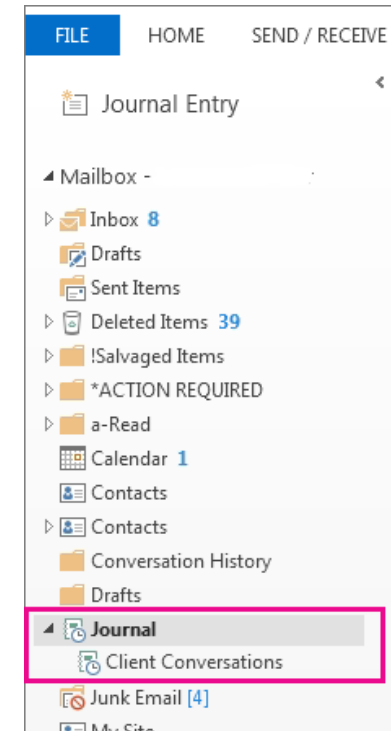
Option: Microsoft Outlook

-this journaling function is integrated into your MS Outlook.

On the Navigation Bar, Click
...>Folders>Journal
(Or just press Ctrl+8)



You can work with your
existing Journal entries
or create new ones
from the Folder pane.





Classified Growth & Development Cycle

Reflection, Journaling and Evidence Collection

Journaling Tool: Microsoft Word Template

We have created a template using Microsoft Word. You may download the template from the CGDC Website at

<http://achieve.lausd.net/CGDC>

or by clicking the following link:

http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/Domain/595/CGDC_Journal.docx

- Enter the date
- Click on the blue drop down bar menu for a guide to the Reflection Questions
- Select your competency from Competency drop down menu

Begin your journal entry

CGDC JOURNAL

INSTRUCTIONS FOR THE CGDC JOURNAL:

1. Select the date for using the Calendar function on the Date Field
2. Click on the blue bar for guide questions for reflection and journaling
3. Select the competency from the drop down menu and begin your journal entry.

WEDNESDAY, DECEMBER 2, 2015

Click here to guide you in your reflection and journaling

Select Competency

Begin your journal entry

Page 1 of 12



Classified Growth & Development Cycle

Reflection, Journaling and Evidence Collection

Journaling Tool: Microsoft Excel Template

- We have created a monthly journal in Excel which you can download from the CGDC website at <http://achieve.lausd.net/CGDC> or through the following link:
[http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/Domain/595/CGDC Excel Journal.xlsx](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/Domain/595/CGDC%20Excel%20Journal.xlsx)

- Select the month from the tabs
- Enter the date
- Select your competency from Competency drop down menu
- Click on drop down bar for a guide to the Reflection Questions

Begin your journal entry

1

2 Date: 22-Dec-15

3 Please select your Competency from the drop down list on the right Commitment

4 Reflection Questions Reflection Questions

5

6 Type your Journal Entry Here:

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

Dec 2015 Jan 2016 Feb 2016 Mar 2016 Apr 2016 May 2016 June 2016 +

Page 1



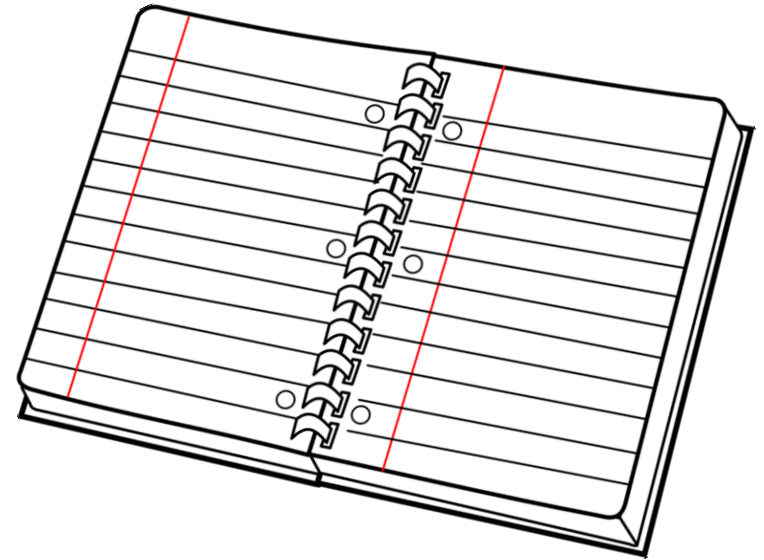
Classified Growth & Development Cycle

Reflection, Journaling and Evidence Collection

Journaling Tool: Notebook

You may use any notebook you have as a journal.

Make sure to enter the date, be guided by reflection questions and reference the competency in your journal entry.





Classified Growth & Development Cycle

Reflection, Journaling and Evidence Collection

Contact:

Personnel Commission – Classified Growth & Development

<http://achieve.lausd.net/CGDC>

Heidi Hrowal, Program & Policy Development Advisor

heidi.hrowal@lausd.net

(213) 241-4683

Lia (Olga Maria) Castano, Human Resources Specialist II

olgamaria.castano@lausd.net

CGDC@lausd.net