Classified Growth & Development

Resource Guide: *Employee Self-Assessment*

# Classified Growth & Development

## Resource Guide:  *Employee Self-Assessment*

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# Classified Growth & Development

## Resource Guide: *Employee Self-Assessment*

- Background

  - The Classified Growth & Development Cycle (CGDC) is the name of the LAUSD performance management cycle for classified employees. It is more than just an annual evaluation; it is a continuous system of feedback and growth guided primarily by classified employees themselves.

  - It is a more comprehensive process, and more growth-oriented than past tools.

  - It should provide you with very useful information that can help you determine where you wish to grow and develop as an employee of the District.

- Employee Information

  - Complete the requested employee information.

  - Please include your full name and employee number.

  - Note that the e-mail address should be the entire LAUSD e-mail address, including "@lausd.net"

    - An e-mail will be sent to the employee at the e-mail address provided when the Self-Assessment is completed.

### Self-Assessment

**Please provide the following, required information.**

**EMPLOYEE INFORMATION**

| | |
|---|---|
| Name: | Employee number: |
| Heidi Hrowal | 556964 |
| Job classification: | LAUSD e-Mail address: |
| Program & Policy Development Advisor | heidi.hrowal@lausd.net |
| Your primary work location: | School/location code: |
| Personnel Commission | |

Previous  Next  Save

■ List of all Clusters and Competencies

    ■ This page of the Self-Assessment lists all 7 Clusters and the 3 or 4 Competencies within each Cluster. You are to select the 8 to 12 Competencies (Ethics & Values, Customer Responsiveness, Sound Judgment, Eliciting Information, …) that are most relevant to your position.

        ■ If you do not supervise or manage employees, you do not need to select any Competencies from Cluster 7 – Leadership.

    ■ To better understand what each Competency is related to, you can do either, or both, of the following.

        ■ Move your cursor over the name of the Competency – a pop-up will appear with a description of the Competency (at right).

        ■ Review the Classified Performance Framework ([click here](#)), or find it at [https://achieve.lausd.net/CGDC](https://achieve.lausd.net/CGDC).



**Self-Assessment**

Below is the list of competencies corresponding to each competency cluster. Select those 8 to 12 competencies that are most relevant to your role/position in the District by clicking in the corresponding box. Please remember the following when selecting the focus competencies for your position.

- Select at least one competency in each cluster (with the possible exception of Cluster 7 - Leadership - see below).
- If you do not manage or supervisor any employees, you do not need to rate yourself in any of the competencies in Cluster 7 – Leadership.
- Remember that you should select 8 to 12 competencies that are most relevant to your role. Refer to the Classified Performance Framework if necessary.

Please note: more information is available about each competency if you hover your mouse over the box. Additionally, you may click on the image below of the Classified Performance Framework to open the document in another browser window.

CLASSIFIED PERFORMANCE
FRAMEWORK

**CLUSTER 1: Behavior/Conduct**

| Ethics & Values | Customer Responsiveness | Sound Judgment |

Aligned with
- Relationship Building
- Service Orientation
- Customer Focus

**CLUSTER 2: Comm**

| Eliciting Information | Providing Information | Written Communication | Presentation Skills |

# Classified Growth & Development

## Resource Guide: *Employee Self-Assessment*

- List of all Clusters and Competencies
  - Sample of Competencies selected

- Simple Navigation

  - At the bottom of every page, you will see the following navigation buttons
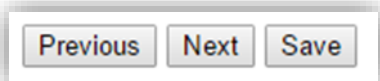
  

  - Selecting "Previous" takes you to the page just prior to the one that you are on

  - Selecting "Next" takes you to the next page after the one that you are on

  - Selecting "Save" allows you to save the information you have already input into your Self-Assessment and provides you with a link to return to update or make changes

  - Selecting "Save" will give you the following message

  > To continue filling out the questionnaire, return to the following URL:
  >
  > https://testcogix.lausd.net/ViewsFlash/servlet/viewsflash?cmd=page&pollid=SUP!SelfAssess_2017_18&AuthID=48

  - The Self-Assessment does not have to be completed in one sitting.  Feel free to "Save" and return later.  In fact, it may be helpful to save every few minutes so that your session does not time out.

  - Copy this link somewhere so that you can return to your own Self-Assessment at any time.  The information that has been outlined in red will be different for every person (this is just a sample – clicking this link will get you to the Self-Assessment used as this demo).

  - If you misplace your link, there is no need to start over again – call or e-mail Heidi Hrowal or Lia Castano (contact information on the last page), and they can provide you with your link.

- **Assessment Pages**

  - This is what the page for Cluster 1 – Behavior/Conduct looks like.
  - Note: Only the Competencies that were selected on the previous page are shown (see page 6 of this Resource Guide). There are two more Competencies under Cluster 1 – Behavior/Conduct, but they do not appear because they were not selected by the participant (for this demo only).

# Classified Growth & Development

- **View Benchmarks?**

  - Each Competency on the page is followed by a question – "View Benchmarks?"

  - Selecting "Yes" will open up the descriptions for the rating categories for that Competency.

  - Once open, selecting "No" will close them again.

  - You may open them to read the descriptions and then re-close to reduce the amount of text on the page.



**COMPETENCY 1b:** Customer Responsiveness

Aligned with
- Relationship Building
- Service Orientation
- Customer Focus

View Benchmarks?
◉ Yes  ○ No

**DEVELOPING**
*Inconsistent practice and outcomes*

**EFFECTIVE**
*Consistent practice and outcomes*
Shows interest in and understands the needs, expectations, and circumstances of internal and external customers. Looks at the organization and its services from the customer's point of view. Seeks and uses customer feedback to improve services or products. Is dedicated to meeting the expectations and requirements of internal and external customers. Treats others sensitively, fairly, and consistently.

**EFFECTIVE +**
*Exceptional practice and outcomes + builds capacity of co-workers*
Practices and outcomes as described for Effective, PLUS models behavior and helps co-workers and peers to perform effectively in this competency as well.

○ Developing  ◉ Effective  ○ Effective +

- Rating

  - Below each Competency are buttons to select your rating for that Competency

  

    - Based on the benchmarks, or rating descriptions, rate your performance.

    - "Developing" is not unexpected for someone fairly new in a position with little experience in the role. If rating a Competency developing, that Competency may be a good one to consider for growth planning.

    - "Effective" means that you consistently perform as described in the benchmark. If you perform this Competency well in your role, you are effective.

    - "Effective +" is reserved for those who not only perform consistently in this Competency, but ALSO help their co-workers and peers to perform effectively in the Competency.

- **Employee Comments**

  - Near the bottom of each page, following all the Competencies that are visible on the page, is a checkbox for the employee to indicate whether s/he wants to provide a comment.

  ☐ **Please check this box if you wish to make any comments regarding your assessment/s on this page.**

  - Comments are optional, not required.

  - If you check the box, a comment box will open - it is not necessary to provide evidence at this point, but it is fine to provide some comments that support your ratings for the Competency(ies) on the page.

  ☑ **Please check this box if you wish to make any comments regarding your assessment/s on this page.**

  Comments:

  I have demonstrated my commitment by helping my coworkers with answering the phones and helping customers when they are busy with another task. In addition, in May, at our annual carnival, I came and helped the PTA organize and get supplies even though I was not scheduled to work. In relation to sound judgment, last week a parent was talking about a health issue that she was dealing with. She told me in confidence and I did not share the information with my co-workers, even though they commented that the parent did not look well.

- Final Checklist Page

  - After completing your Self-Assessment, you will advance to the "Final Checklist Page."

  - You may inadvertently have failed to rate yourself on some of your selected Competencies, or you may have intentionally left some Competencies unrated.

  - The Final Checklist Page will show those Competencies that have not been rated yet.

  - You may use the "Previous" button at the bottom of the page to get back to the Competency for rating.

### Self-Assessment

**Final Checklist Page**

The list of Competencies shown in the following section are those with incomplete ratings. You may navigate to the appropriate page by clicking on "Previous" until you get to the correct page/s.

If there are no Competencies listed, then you have completed the rating for all the focus Competencies that you selected. You may click on "Next" below to go to a final summary page.

**Culture/Environment**

Previous   Next   Save

# Classified Growth & Development

- **Summary Page**

  - The last page of the Self-Assessment is a summary page. It contains the ratings that you provided for all the selected Competencies, as well as any comments you provided.

  - There are instructions at the bottom of the page for how to print the page for your records.

  - Note: on the bottom of the summary page is a "Submit" button. Click on this button when you have completed everything that you want to complete in your Self-Assessment.

## Self-Assessment

For your information, the following indicates your responses to the various parts of the Self-Assessment. You will also receive this information in an e-mail that will include your link to go back into the Self-Assessment to make changes if needed.

**BEHAVIOR/CONDUCT**

The rating for **Customer Responsiveness** is *EFFECTIVE*

Your comments related to your ratings of **Behavior/Conduct** competencies: *I have demonstrated my commitment by helping my coworkers with answering the phones and helping customers when they are busy with another task. In addition, in May, at our annual carnival, I came and helped the PTA organize and get supplies even though I was not scheduled to work.*

**COMMUNICATION**

The rating for **Providing Information** is *EFFECTIVE*

The rating for **Written Communication** is *EFFECTIVE +*

Your comments related to your ratings of **Communication** competencies:

**ADAPTABILITY**

The rating for **Dependability** is *EFFECTIVE*

Your comments related to your ratings of **Adaptability** competencies:

**WORK ATTRIBUTES**

The rating for **Planning & Organizing** is *DEVELOPING*

Your comments related to your ratings of **Work Attributes** competencies:

**INTERPERSONAL SKILLS**

The rating for **Teamwork/Collaboration** is *EFFECTIVE +*

Your comments related to your ratings of **Interpersonal Skills** competencies:

**PROFESSIONAL/TECHNICAL EXPERTISE**

The rating for **Work Preparedness** is *EFFECTIVE*

Your comments related to your ratings of **Professional/Technical Expertise** competencies:

**LEADERSHIP**

The rating for **Culture/Environment** is *EFFECTIVE*

Your comments related to your ratings of **Leadership** competencies:

---

***FINAL NOTE***

*You can print this page for your records by clicking on the "Ctrl" and "P" keys at the same time, or you can right click on the page and find the print command (only on some browsers).*

*Once you click on the "Submit" button below, you will be provided with a link that you can use to re-enter this Self-Assessment for review or to make changes. Additionally, an email will be sent to the email address that you provided at the beginning of the Self-Assessment that contains your personal link as well.*

[Previous] [Save] [Submit]

- **Response Page**

  - Once you have hit the "Submit" button, you will land on the Response page.

  - This page provides the link that you will need to re-enter the Self-Assessment – this is the same link you receive when you hit the "Save" button (see page 6 of this Resource Guide).

  - Copy this link somewhere so that you can return to your own Self-Assessment at any time. The information at the end of the link is different for every person (this is just a sample – clicking this link will get you to the Self-Assessment used as this demo).

  - If you misplace your link, there is no need to start over again – call or e-mail Heidi Hrowal or Lia Castano (contact information on the last page), and they can provide you with your link.



**Self-Assessment**

Thank you for completing your Self-Assessment. You will also receive an e-mail shortly that provides the following link for you to re-enter this Self-Assessment for review or to make changes:

https://cogix.lausd.net/ViewsFlash/servlet/viewsflash?cmd=page&pollid=SUP!SelfAssess_2017_18&AuthID=48
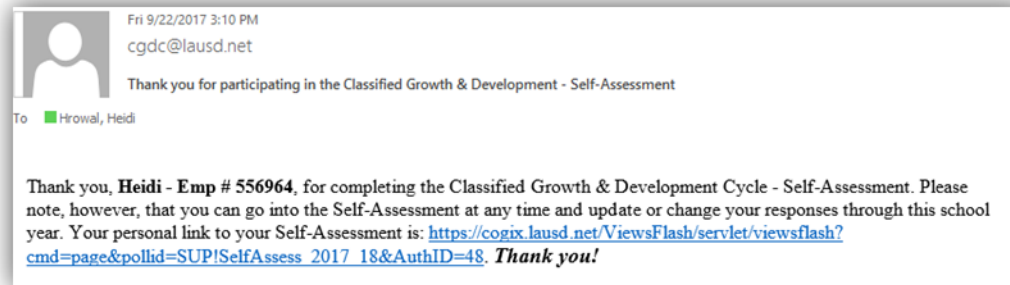
- E-mail

  - Once you have hit the "Submit" button, you will also receive an e-mail with the link to return to your Self-Assessment.

  - The e-mail will come from cgdc@lausd.net and may go to your junk mailbox. The e-mail can be added to your safe sender's list and is best viewed in your Inbox rather than in the Junk Mailbox.



Fri 9/22/2017 3:10 PM

cgdc@lausd.net

Thank you for participating in the Classified Growth & Development - Self-Assessment

To   Hrowal, Heidi

Thank you, **Heidi - Emp # 556964**, for completing the Classified Growth & Development Cycle - Self-Assessment. Please note, however, that you can go into the Self-Assessment at any time and update or change your responses through this school year. Your personal link to your Self-Assessment is: https://cogix.lausd.net/ViewsFlash/servlet/viewsflash?cmd=page&pollid=SUP!SelfAssess_2017_18&AuthID=48. *Thank you!*

- Need support – here's our contact information

  - CGDC Web page
    http://achieve.lausd.net/CGDC

  - Heidi Hrowal, Program & Policy Development Advisor
    heidi.hrowal@lausd.net
    (213) 241-4683

  - Lia (Olga Maria) Castano, HR Specialist II
    olgamaria.castano@lausd.net
    (213) 241-4943