

Job Aid for Reviewer Role – Classified Staff Evaluation System

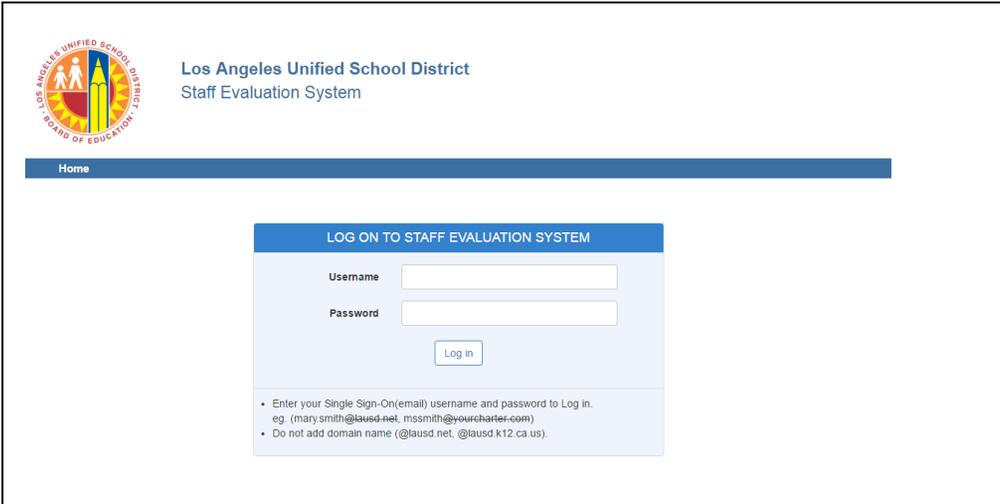
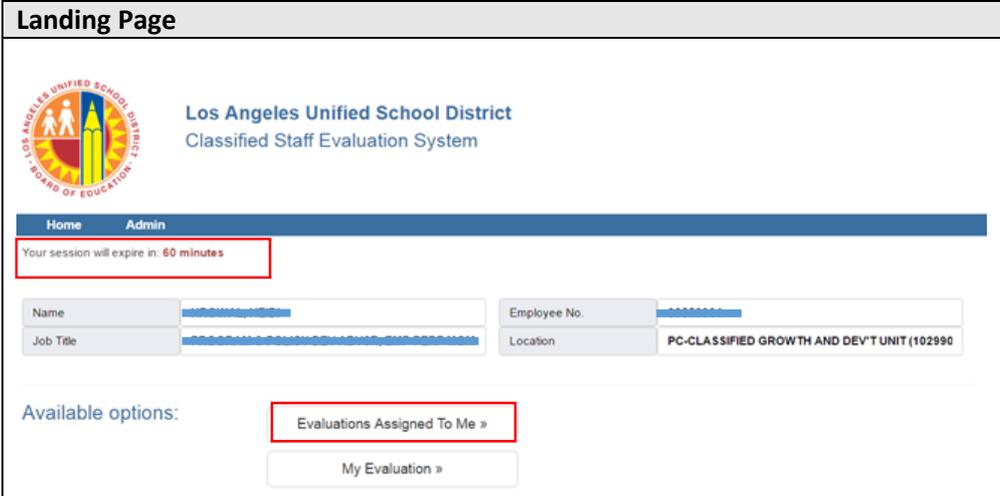
Welcome to the On-Line Classified Staff Evaluation System.

You have been assigned as a **Reviewer**. Please login to the system to review the evaluations assigned to you. If you do not agree with the evaluation, please notify the Supervisor who evaluated the performance of the employee. Only the Supervisor can make changes to the Evaluation.

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.

	<p>https://myapps.lausd.net/eval</p> <p>Login using your Single Sign-on username and password.</p>
<p>Landing Page</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"</p>

Job Aid for Reviewer 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
LINDSEY, CHERYL HR SPECIALIST III	WACHTEL WARREN, ROBYN DEP PERSONNEL DIRECTOR		Annual Submitted Released	View

As a Reviewer, you should receive an email once the Supervisor as completed the employee's performance evaluation

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: Employee No.:

Job Title: RDA-HR SPECIALIST III Location: PERS CMSN/STAFF (1003501)

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 [view](#) Unprotected Hours [view](#)

Select "View Instructions" before starting the review process of the performance evaluation. 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 records.

If you wish to see details of the employee's "Protected" or "Unprotected" absences, select "view."

Go over the completed evaluation.

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

If you agree with the evaluation, 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 do not agree with the evaluation, notify the Supervisor and discuss your comments. Once you are in agreement, the Supervisor will make the changes and you can go back into the system to approve it.

Note that only the Supervisor can make changes to the Evaluation.

Classified Administrator Evaluation											
<div style="background-color: #0056b3; color: white; padding: 2px; display: flex; justify-content: space-between;"> Home Admin Print </div> <p style="font-size: small; color: red;">Your session will expire in: 60 minutes</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> » View instructions » Other evaluations » Exempt Employee </div> <p style="text-align: center; font-weight: bold; font-size: small;">PERSONNEL COMMISSION PERFORMANCE EVALUATION FOR PERMANENT CLASSIFIED ADMINISTRATORS</p> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> School Year 2015-2016 </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr><td style="width: 20%;">Name</td><td>XXXXXXXXXXXX</td></tr> <tr><td>Employee No.</td><td>XXXXXXXXXX</td></tr> <tr><td>Job Title</td><td>PROGRAM & POLICY DEV ADVSR, EMP PERF MC</td></tr> <tr><td>Location</td><td>PC-CCLASSIFIED GROWTH AND DEV'T UNIT (14</td></tr> </table> </div> <div style="width: 50%; border-left: 1px solid #ccc; padding-left: 5px;"> <p style="font-size: x-small;">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:</p> <p style="text-align: center; font-size: x-small;">0. Not Applicable (N/A) 1. Limited 2. Acceptable 3. Good 4. Strong 5. Exceptional</p> <div style="margin-top: 10px; font-size: x-small;"> <p>Report from <input style="width: 50px;" type="text"/> To <input style="width: 50px;" type="text"/></p> </div> </div> </div> <div style="margin-top: 10px; font-size: x-small;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>I. BUDGET AND FINANCIAL MANAGEMENT</p> <p>A. Maintained overall accountability for budget administration 0. Not Applicable (N/A)</p> <p>B. Applied and maintained expenditure controls 1. Limited</p> <p>C. Established and maintained position controls 2. Acceptable</p> <p>D. Anticipated future budget and financial concerns 3. Good</p> </td> <td style="width: 50%; vertical-align: top;"> <p>IV. ORGANIZATIONAL COMMUNICATIONS</p> <p>A. Prepared or directed the preparation of accurate, comprehensive and timely written reports 0. Not Applicable (N/A)</p> <p>B. Presented clear, direct, comprehensive and persuasive oral reports 1. Limited</p> <p>C. Communicated responses to requests for information in an accurate and timely manner 1. Limited</p> <p>D. Informed superiors and subordinates of pertinent information and other 5. Exceptional</p> </td> </tr> </table> </div> </div>	Name	XXXXXXXXXXXX	Employee No.	XXXXXXXXXX	Job Title	PROGRAM & POLICY DEV ADVSR, EMP PERF MC	Location	PC-CCLASSIFIED GROWTH AND DEV'T UNIT (14	<p>I. BUDGET AND FINANCIAL MANAGEMENT</p> <p>A. Maintained overall accountability for budget administration 0. Not Applicable (N/A)</p> <p>B. Applied and maintained expenditure controls 1. Limited</p> <p>C. Established and maintained position controls 2. Acceptable</p> <p>D. Anticipated future budget and financial concerns 3. Good</p>	<p>IV. ORGANIZATIONAL COMMUNICATIONS</p> <p>A. Prepared or directed the preparation of accurate, comprehensive and timely written reports 0. Not Applicable (N/A)</p> <p>B. Presented clear, direct, comprehensive and persuasive oral reports 1. Limited</p> <p>C. Communicated responses to requests for information in an accurate and timely manner 1. Limited</p> <p>D. Informed superiors and subordinates of pertinent information and other 5. Exceptional</p>	<p>Select “View Instructions” before starting the review process of the performance evaluation. This will open a pdf in a new window. You may print the instructions.</p> <p>“Other Evaluations” will allow you to see prior completed performance evaluation records.</p> <p>If you do not agree with the evaluation, notify the Supervisor and discuss your comments. Once you are in agreement, the Supervisor will make the changes and you can go back into the system to approve it.</p> <p>Note that only the Supervisor can make changes to the Evaluation.</p>
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Note: If you need assistance, please contact PC-Evaluation@lausd.net