

**LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCE DIVISION**

**EVALUATION OF SERVICE PERSONNEL
INITIAL PLANNING SHEET**

To be completed by the evaluatee and
copy submitted to evaluator

Name _____

Employee No. _____ Status _____

School/Office _____

Location _____ Years at
Code _____ Present site _____

Position _____

Class _____ Years of Service in
Code _____ Present Position _____

OBJECTIVES

STRATEGIES TO MEET OBJECTIVES

Objectives should be written in relation to the areas of evaluation indicated on the final evaluation report (i.e., achievement of service objectives, preparation and planning, performance of assigned service, general professional skills, and punctuality and attendance)

Submitted by _____
Evaluatee's Signature

_____ Date

Reviewed and approved by _____
Evaluator's Signature

_____ Position

At the initial planning conference held on _____
Date