LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION

EVALUATION OF SERVICE PERSONNEL
INITIAL PLANNING SHEET

To be completed by the evaluatee and the copy submitted to evaluator

Name _____ (Last / First / Middle) Employee No. _____ Status _____

School/Office _____ Location Code _____ Years at Present Site _____

Position _____ Class Code _____ Years of Service in Present Position _____

OBJECTIVE	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)

LAUSD/HR Form 1072-1 10/02