

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

**EVALUATION OF SERVICE PERSONNEL
OBSERVATION/CONFERENCE SHEET (OPTIONAL)**

To be completed by the evaluator and
reviewed with the evaluatee

Name _____
Last First Middle

Employee No. _____ Status _____

School/Office _____

Position _____

(Circle Conference Number) 1 2 3 4

OBSERVATIONS

CONFERENCE NOTES

Observations should be related to 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)

Evaluator's Signature

Position

Date