



### PROGRAM STATUS UPDATE - PROCESS MAP



## SUPERVISOR COMPLETES PROGRAM STATUS UPDATE

(Due Date: 7 Calendar days after 2nd/5th month as Office Trainee)

First level supervisor completes the On-The-Job (OTJ) Training Program Status Update for Office Trainee at Month 2 and 5 of employment as an Office Trainee.



### **APPROVER REVIEWS**

(Due Date: 14 calendar days after 2nd/5th month as Office Trainee)

"Approver" (e.g., a manager or second-level supervisor) reviews the OTJ Training Program Status Update and recommends that Supervisor meets and discusses the evaluation with the employee.



# EMPLOYEE REVIEWS & PREPARES FOR EMPLOYEE DEVELOPMENT SECTION

(for 5th month Program Status Update only)

Employee receives a copy of the Program Status Update along with a meeting invitation to review and discuss the update with immediate supervisor.

In anticipation of the meeting, employee is asked to think about their short-term and long-term City career goals.



### **MEETING**

An in-person meeting takes place where Supervisor explains ratings and OTJ training goals to employee. A discussion takes place about the Program Status Update until both parties agree on steps to be taken.

For 5th month program status update, Employee Development section is completed based on the employee's career goals.



### **SIGNATURES**

Supervisor, Approver, and Employee signs Program Status Update. Employee keeps a copy. The original Program Status Update is placed in employee's folder.

A copy is provided via email to lalocalhire@lacity.org