

**STATE OF NEVADA
EMPLOYEE WORK PERFORMANCE STANDARDS FORM**

Employee Last Name:	First Name:	Initial:
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Class Title:	Employee ID #:
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Dept/Div/Section:	Date Standards Est/Rev:
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Agency # (3 digits):	Home Org # (4 digits):	Position Control #:
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I have read and understand the work performance standards for this position. I understand these standards may be modified after discussion with my immediate supervisor and with the concurrence of the appointing authority.

Employee Signature:	Date:
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Supervisor Title & Signature:	Date:
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Reviewing Officer Title & Signature:	Date:
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Appointing Authority Title & Signature:	Date:
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JOB ELEMENTS: The following are defined as the “job elements” required for all classified positions pursuant to NAC 284.468. When creating work performance standards, consider the results or behavior, or both, expected of an employee when the job elements are performed exceedingly well, satisfactorily or unsatisfactorily under current working conditions. Additional pages may be attached.

QUALITY OF WORK:

QUANTITY OF WORK:

WORK HABITS:

RELATIONSHIPS WITH OTHER PERSONS:

TAKING ACTION INDEPENDENTLY:

MEETING WORK COMMITMENTS:

ANALYZING SITUATIONS AND MATERIALS:

SUPERVISING THE WORK OF OTHER PERSONS (if supervising the work of other persons is part of an employee’s responsibilities):
N/A