

**STATE OF NEVADA**  
**RESPONSE TO REQUEST FOR REVIEW OF REPORT ON PERFORMANCE**

<b>Employee Last Name:</b>		<b>First Name:</b>		<b>Initial:</b>
<b>Class Title:</b>			<b>Employee ID #:</b>	
<b>Dept/Div/Section:</b>			<b>Date Review Requested:</b>	
<b>Agency # (3 digits):</b>	<b>Home Org # (4 digits):</b>	<b>Position Control #:</b>	<b>Date Response Due:</b>	
<p><b>NAC 284.097 “Reviewing officer” defined.</b> (NRS 284.065, 284.335, 284.340) “Reviewing officer” means: 1. The supervisor of the person who prepared a report on performance of an employee; or 2. Such other person designated by the appointing authority, who reviews the report on performance upon the request of the employee pursuant to paragraph (b) of subsection 9 of NAC 284.470.</p>				
<p><b>The following response is provided based on employee’s request for review, and points of disagreement. (Additional pages may be attached if needed).</b></p>				
<b>Reviewer’s Title &amp; Signature:</b>				<b>Date:</b>

**NAC 284.470 9(b):** "...The appointing authority shall review the recommendation of the reviewing officer regarding the contested report on performance and render a final decision to the employee within 10 working days after receiving the recommendation."

**Decision of Appointing Authority.**

**Appointing Authority's Signature & Title:**

**Date:**

**Received by/Employee's Signature:**

**Date:**