



**DIVISION OF HUMAN RESOURCE
MANAGEMENT
EMPLOYEE WORK PERFORMANCE
STANDARDS FORM**

Supervisors are responsible for establishing the initial standards, but standards must be reviewed annually and amended when appropriate. The employee must be given the opportunity to provide comment when the standards are revised (NAC 284.468).

Employee Name:	Last		First		Ini		Employee ID #	
Class Title:							Date Standards Est/Rev:	
Department/Division:								
Agency # (3 digits):		Home Org # (4 digits):		Position Control #:				

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:	
Supervisor Title & Signature:		Date:	
Reviewing Officer Title & Signature:		Date:	
Appointing Authority Title & Signature:		Date:	

Job Elements (Defined as principal assignments, goals, responsibilities and/or related factors.)	*Weighted Value	Performance Standards
Job Element #1:		
Job Element #2:		
Job Element #3:		
Job Element #4:		
Job Element #5:		
Job Element #6:		
Job Element #7:		
Job Element #8:		

*If a weighted value is not designated, each job element has an equal weight.