

Employee Evaluation & Development Report – Additional Job Elements

Employee Name: (Last)	(First)		(Initial)	
Employee ID #:				

14. Job Elements (Transfer from Employee Work Performance Standards form and provide a numerical rating of 1 = DMS; 2 = MS; or 3 = ES for each job element in column (A). <i>Please note that whole number ratings are used, not fractions, to rate individual job elements.</i>	(A) Rating	(B) Weighted Value	(C) Weighted Rating
Job Element #11:			
Job Element #12:			
Job Element #13:			
Job Element #14:			
Job Element #15:			
Job Element #16:			
Job Element #17:			
Job Element #18:			
Job Element #19:			
Job Element #20:			
Overall Rating (Scale: 1 to 1.50 = DMS; 1.51 to 2.50 = MS; 2.51 to 3 = ES) <i>(A “does not meet standards” rating may affect adjustments based on merit (NAC 284.194). Another evaluation must be completed within 90 days (NRS 284.340).</i>		X	

15. Rater’s Comments: *(A “does not meet standards” rating for any job element must include a detailed explanation of the deficiencies.)*

16. Development Plan & Suggestions: *(The supervisor will address how the employee can enhance performance and achieve standards; indicates recommendation for further development and training. This section shall be discussed with the employee.)*

17. Merit Award Program: *(Provide information to employee relating to the Merit Award Program established in NRS 285.020.)* Please check method(s) used:
 Employee Handbook State Human Resource website: Other (List details) _____
<http://hr.nv.gov/>