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| Agency Use Only |  | Central Records Use Only |
| sealSTATE OF NEVADA**EMPLOYEE APPRAISAL & DEVELOPMENT REPORT**\*The contents of this report on performance **must** be discussed between the employee and his or her supervisor as described in NRS 284.337 and NAC 284.470 |
| **1. Employee Name: Last** |  | **First** |  | **Initial** |  |
| **2. Class Title:**  |  | **3. Employee ID #:**  |  |
| **4. Dept/Div/Section:**  |  | **5. Date Evaluation Due:**  |  |
| **6. Agency #** (3 digits):  |   | **Home Org #** (4 digits):  |   | **Position Control #:**  |   | **7. Date Next Evaluation Due:**  |  |
| **8. Probationary/Trial Period** (check one):  6 month Probation/Trial: [ ]  2nd month [ ]  5th month [ ]  Other 12 month Probation/Trial: [ ]  3rd month [ ]  7th month [ ]  11th month [ ]  Other |  **OR Permanent** (check one): [ ]  Annual [ ]  Other |
| **9. Work Performance Standards:**  [ ]  are an accurate reflection of the position [ ]  will be revised to reflect changes |
| **10. Overall Rating from Page 2, Number 14** (check one): [ ]  Does Not Meet Standards (DMS)\* [ ]  Meets Standards (MS) [ ]  Exceeds Standards (ES) |
| \* If a rating of “Does Not Meet Standards” is given, another evaluation must be completed within 90 days. The rating may affect adjustments in salary based on merit (NAC 284.194). |
| **Rater’s Printed Name:** |  |  |  |  |
| **Rater’s Signature & Title:** |  | **Date:** |  | *(mm/dd/yy)* |
| **11. Additional Supervisory Review (optional):** [ ]  Agree [ ]  Disagree *(Comment Required)*  |
|  |
| **Printed Name:**  |
| **Signature and Title:** |  | **Date:** |  | *(mm/dd/yy)* |
| **12a. Date employee received evaluation document:** \_\_\_\_\_\_\_\_\_\_ **Employee’s Initials**: \_\_\_\_\_\_\_\_\_ (Does not indicate agreement or disagreement) **b. Employee Response:** NAC 284.470 requires that you complete the section below and sign the report on performance within 10 working days after discussion with your supervisor. [ ]  Agree [ ]  Disagree [ ]  Request Review\* (If you disagree with the report **and** request a review, you must specify the points of disagreement below or attached.) |
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|  |
|  **c. Employee Signature: Date evaluation returned to supervisor:** |
| **13. Appointing Authority Review**: [ ]  Agree [ ]  Disagree *(Comment Required)* |
|  |
|  |
| **Appointing Authority’s Printed Name:** |  |  |  |  |
| **Appointing Authority Signature & Title:** |  | **Date:** |  | *(mm/dd/yy)* |

\* Note – Reviewing Officer uses form NPD-15R to respond to employee’s request for review as outlined in NAC 284.470

| **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).***Please note that whole number ratings are used, not fractions, to rate individual job elements.*** | (A)Rating | (B)Weighted Value | (C)Weighted Rating |
| --- | --- | --- | --- |
| **Job Element #1:**  |  |  |  |
| **Job Element #2:**  |  |  |  |
| **Job Element #3:**  |  |  |  |
| **Job Element #4:**  |  |  |  |
| **Job Element #5:**  |  |  |  |
| **Job Element #6:**  |  |  |  |
| **Job Element #7:**  |  |  |  |
| **Job Element #8:**  |  |  |  |
| **Job Element #9:**  |  |  |  |
| **Job Element #10:**  |  |  |  |
| **Overall Rating (Scale: 1 to 1.50 = DMS; 1.51 to 2.50 = MS; 2.51 to 3 = ES)**(*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).* |  |  |  |

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| **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/> |

### Distribution: Original to Division of Human Resource Management; Copy to Agency; Copy to Employee NPD-15 Rev. [11/15]