

## INSTRUCTIONS FOR THE COMPLETION OF EMPLOYEE APPRAISAL & DEVELOPMENT REPORT (NPD-15)

**NUMBERS 1-6:** Enter requested information, the employee's identification number is necessary for filing the appraisal at the Division of Human Resource Management-Central Records.

**NUMBER 7:** Enter the date the next appraisal is due as determined in Number 8.

**NUMBER 8:** Date appraisal is due as required by NRS 284.340, based on full-time equivalent employment. Probationary employees must be evaluated at the intervals indicated on the NPD-15 form. Full-time permanent employees must be evaluated at the end of the 12th month following the attainment of permanent status and at the end of every 12<sup>th</sup> month thereafter.

**NUMBER 9:** The rater checks the appropriate box indicating whether Work Performance Standards (WPS) for the next rating period will be revised.

**NUMBER 10:** Overall appraisal rating is carried forward from Number 14 and the appraisal is signed and dated by the rater.

**NUMBER 11:** This is an **optional** field that allows for another level of supervisory review within the agency (e.g. rater's supervisor). The Appointing Authority or the rater's supervisor may require this section to be completed. Check with your agency for guidance.

**NUMBER 12:** As required by NAC 284.470, the employee must complete, sign and date the appropriate section on the appraisal within 10 working days after the discussion takes place between the employee and his or her immediate supervisor. If the employee disagrees with the appraisal and requests a review, he or she must respond and identify the specific points of contention. If the employee is unavailable for signature, or refuses to sign, a notation should be made in this section explaining the reason the employee has not signed the appraisal.

**INFORMATIONAL NOTE:** If an employee disagrees with the appraisal, he or she may request a review by a reviewing officer. The reviewing officer must complete the review form NPD-15R and return a copy to the employee indicating his or her agreement or disagreement with the supervisor's appraisal of the employee. The original should be attached to the NPD-15. The reviewing officer will be the supervisor of the person who prepared the appraisal or an individual chosen by the Appointing Authority.

**NUMBER 13:** The Appointing Authority will be the last one to sign the appraisal and must indicate agreement or disagreement with the supervisor or, if the employee requested a review, the reviewing officer. If the Appointing Authority disagrees with the overall rating or a particular aspect, this should be explained in the comments area of this section.

**NUMBER 14: Job Elements.** Each job element is rated in Column A with one of three possible rating levels using a numerical value (e.g. Does Not Meet Standards (DMS) = 1, Meets Standards (MS) = 2, Exceeds Standards (ES) = 3). ***Please note that whole number ratings are used, not fractions, to rate individual job elements.*** Overall Rating Scale: 1 to 1.50 = Does Not Meet Standards; 1.51 to 2.50 = Meets Standards; 2.51 to 3 = Exceeds Standards. There are *two methods* of calculating a rating of job elements. The first is used when all job element listed on the WPS are weighted equally. The second is used if the job elements do not have equal weights.

*Method One*, where **all job elements are equally weighted**, the rating for the job elements appears only in column "(A) Rating" of the appraisal. An example of the computation for a non-weighted rating utilizing Method One is:

<u>Job Element</u>	<u>Rating</u>
#1	3 (Exceeds Standards)
#2	2 (Meets Standards)
#3	2 (Meets Standards)
#4	2 (Meets Standards)
#5	<u>1</u> (Does Not Meet Standards)
	10

Divide the total rating score (10) by the total number of job elements (5) to arrive at the overall rating score of 2. In this example, the overall rating of job elements is "Meets Standards (2)."

*Method Two* assumes that **all job elements are not of equal importance**, and a percentage weight is given to them. The sum of the percentage weights for all job elements must equal 100%. Weights are established at the beginning of the rating period and included in the WPS.

The percentage weight assigned to each job element is recorded on the Employee Appraisal and Development Report in column "(B) Weighted Value." An example of the computation for a rating utilizing Method Two is shown below.

Job Elements	(A) Rating	X	(B) Weighted Value	=	(C) Weighted Rating
#1	3		.35		1.05
#2	2		.20		.40
#3	2		.20		.40
#4	2		.15		.30
#5	1		.10		.10
			1.00 = 100%		2.25 = Meets Standards

Occasionally an employee’s WPS reflect a job element that the employee has not had the opportunity to be assigned. This may be due to the employee being new to the position or the job’s focus is changed for that rating period. When it is known that an element will not be performed during that rating period, the WPS should be changed prior to the beginning of the rating period to reflect only those job elements that will be performed.

When it is determined that a job element on the WPS was not performed and the rating period has ended, then the job element that the employee was not assigned to perform must not be considered in the employee’s appraisal.

- If the WPS include an element that was not assigned and the job elements are not weighted, average the scores for the other job elements to arrive at the rating.
- When the job elements are weighted, again the value of the weighted element that was not performed is not included when calculating the overall rating. The example below assumes Job Element #5 with a 10% weighted value was not performed.

Job Elements	(A) Rating	X	(B) Weighted Value	=	(C) Weighted Rating
#1	3		.35		1.05
#2	2		.20		.40
#3	2		.20		.40
#4	2		.15		.30
#5	N/A		N/A		N/A
			.90 = 90 %		2.15

The final appraisal score is determined by dividing the weighted rating (Column C) by the percentage represented by the weighted value of the remaining elements that were rated (column B):

$$2.15/.90 = 2.39 = \text{Meets Standards}$$

**NUMBER 15: Rater’s comments.** This section is utilized by the supervisor to document the employee’s accomplishments as well as deficiencies over the course of the rating period. Please note that comments are required for any rating on a job element that “Does Not Meet Standards.” A detailed explanation of the deficiencies in meeting WPS should be included in this section and should offer specific examples. All written comments should be stated in a factual manner with an objective tone.

**NUMBER 16: Development Plan and Suggestions.** This section should be completed and discussed with the employee during the appraisal. Document a specific action plan to help the employee achieve standards in the future and build on strengths. Document recommendations for further development and training that will prepare the employee to achieve the best performance possible. When preparing a development plan for supervisors and managers, the training requirements of NAC 284.498 should be considered.

**NOTE:** *The effective date of an appraisal is the date it is received by the Division of Human Resource Management – Central Records.*