



DEPARTMENT OF PERSONNEL
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MEMO PERD#42/08

June 17, 2008

TO: Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Training Representatives

FROM: Todd Rich, Director
Department of Personnel

SUBJECT: ONLINE MANDATORY SUPERVISORY TRAINING – EVALUATING
EMPLOYEE PERFORMANCE

The Office of Employee Development is proud to announce the availability of a new online course, "Evaluating Employee Performance (Online Course)." This product launch is the **first** of five online mandatory supervisory classes that will be introduced this year.

This course can be completed in approximately 3.5 hours. It meets State training requirements for employees appointed to a supervisory or managerial position attending a training class concerning the evaluation of the performance of employees, as specified in NAC 284.498. (For more information please see <http://www.leg.state.nv.us/NAC/NAC-284.html#NAC284Sec498>). Students will be awarded 3.5 hours credit on their NEATS transcript upon completion of the class. **As with all DOP courses, students will need to complete the course evaluation in NEATS in order to get credit for course completion.**

To enroll and complete Evaluating Employee Performance (Online Course):

1. Direct your browser to the Department of Personnel (DOP) home page (<http://www.dop.nv.gov/>). Use your cursor to highlight the Employee Development link on the far right side of the bar at the top of the page. Click on the "Online Training – State Employees Only" link, which will take you to the e-Learning home page (<http://kaizen.dop-ad.state.nv.us/moodle/>).

2. Once you are directed to the e-Learning home page, select the "Instructions for Open Enrollment Courses" link in red under the Main Menu heading and read them thoroughly.

Please note if you are unable to complete the course in one session, you are able to log off and return later. At this time, we will continue offering the classroom version of Evaluating Employee Performance, though the frequency may be reduced based on actual attendance.

If you experience any difficulties or have questions, please email ellearn@dop.nv.gov or call any of the DOP e-Learning system support team below:

- Michelle Simpson (775) 687-5123
- Naomi Beigel (702) 486-0988
- Gary Lyon (775) 687-3162

Please distribute this memo to all appropriate employees in your Department/Agency.
Thank you.



Todd Rich, Director
Department of Personnel