



STATE OF NEVADA INSTRUCTIONS FOR THE COMPLETION OF AN EMPLOYEE REPORT ON PERFORMANCE

The information in the top portion of the form is required and necessary for filing the report on performance with the Division of Human Resource Management, Central Records. Be sure to enter the date the next report on performance is due and indicate if the employee is permanent or the month of a probationary/trial period report on performance being filed. A report on performance *must* be filed at the end of the 3rd, 7th and 11th months of a probationary/trial period and at the end of the 12th month following the attainment of permanent status.

Job Elements. Each job element is rated in the left-hand column with one of three possible rating levels using a check box (e.g. Does Not Meet Standards (D), Meets Standards (S), Exceeds Standards (E)). If the employee is not required to supervise the work of other persons, a rating for the job element related to supervising the work of others is not required and indicated by checking the N/A box.

Rater's Comments. This section is utilized by the rater 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 work performance standards 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.

Goals and Objectives. As required by NRS 284.337, goals and objectives must be discussed with the employee, and should also be documented on the report on performance. Document and discuss a specific action plan to help the employee achieve standards in the future and build on strengths. Document and discuss recommendations for further development and training that will prepare the employee to achieve the best performance possible. When documenting and discussing goals and objectives for supervisors and managers, the training requirements of NAC 284.498 and other required training should be considered.

Report Rating. A "Does Not Meet Standards" (D) rating is assigned 1 point, a "Meets Standards" (S) rating is assigned 2 points and an "Exceeds Standards" (E) rating is assigned 3 points. All job elements must be rated if the employee is required to supervise the work of other persons and all job elements are equally weighted.

Below is an example of the computation if the employee is required to supervise employees:

<u>Job Element</u>	<u>Rating</u>
#1	3 (Exceeds Standards)
#2	2 (Meets Standards)
#3	2 (Meets Standards)
#4	2 (Meets Standards)
#5	1 (Does Not Meet Standards)
#6	1 (Does Not Meet Standards)

#7	2 (Meets Standards)
#8	<u>1</u> (Does Not Meet Standards)
Total:	14

Divide the total rating score of 14 by the total number of job elements of 8 to arrive at the overall rating score of 1.75. In this example, the overall rating of job elements is “Meets Standards.”

If the employee is not required to supervise the work of other persons, only the first 7 job elements must be rated and divided by 7 to arrive at the overall rating score.

Below is an example of the computation if the employee is not required to supervise employees:

<u>Job Element</u>	<u>Rating</u>
#1	3 (Exceeds Standards)
#2	2 (Meets Standards)
#3	2 (Meets Standards)
#4	2 (Meets Standards)
#5	1 (Does Not Meet Standards)
#6	1 (Does Not Meet Standards)
#7	2 (Meets Standards)
#8	<u>N/A</u>
Total:	13

Divide the total rating score of 13 by the total number of job elements of 7 to arrive at the overall rating score of 1.86. In this example, the overall rating of job elements is “Meets Standards.”

Overall Rating. Rating Scale: 1 to 1.50 = Does Not Meet Standards; 1.51 to 2.50 = Meets Standards; 2.51 to 3 = Exceeds Standards.

Signatures. As required by NAC 284.470, the employee must complete, sign and date the appropriate section on the report on performance within 10 working days after the discussion takes place between the employee and his or her immediate supervisor. 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 report on performance. If the employee agrees with the report on performance, it is forwarded to the appointing authority for his or her agreement or disagreement and signature.

If the employee contests the report on performance and requests a review, he or she must respond to the report in writing, identify the specific points of contention, if such specificity is provided, and return the response to the supervisor. Within 10 working days after the supervisor receives the request for review, the reviewing officer shall respond in writing on a form prescribed by the Division of Human Resource Management. If the reviewing officer is not the appointing authority, the reviewing officer must submit to the appointing authority a recommendation to uphold or modify the report on performance. The appointing authority shall review the recommendation of the reviewing officer regarding the contested report on performance and render a final decision to the employee within 10 working days after receiving the recommendation.

NOTE: *The effective date of a report on performance is the date it is received by the Division of Human Resource Management, Central Records.*

HR-15 Instructions
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