



DEPARTMENT OF PERSONNEL
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<http://dop.nv.gov>

MEMO PERD#45/10
August 11, 2010

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

FROM: Teresa Thienhaus, Director
Department of Personnel

A handwritten signature in cursive script that reads "Teresa Thienhaus".

SUBJECT: Online Mandatory Supervisory Training – NEW RELEASE

The Department of Personnel's Office of Employee Development is proud to announce the availability of a new updated online course, "INTERVIEWING AND HIRING (*ONLINE COURSE*)."

Students will be awarded 2.0-hours credit on their NEATS transcript upon completion of the class.

How to Enroll and Complete DOP Online Courses

1. Direct your browser to the Department of Personnel (DOP) home page (<http://www.dop.nv.gov/>).
2. Click on the link "*Online Training – State Employees Only*" (right side of page) to direct your browser to the DOP e-Learning home page (<http://kaizen.dop-ad.state.nv.us/>).
3. Select the red link titled "*Instructions for Open Enrollment Courses*" located under the Main Menu heading (top-right side of page).
4. Read and follow the instructions carefully.

ONLINE COURSES FOR EMPLOYEES

In addition to the new Interviewing and Hiring course, the following online classes are currently available for employees to complete from the convenience of a personal computer on the State of Nevada Intranet network (Silvernet):

- Sexual Harassment Prevention - Revisited (Online)
- Introduction to Equal Employment Opportunity (Online)
- Evaluating Employee Performance (Online)
- Progressive Disciplinary Procedures (Online)
- Handling Grievances (Online)
- Alcohol and Drug Testing Procedures (Online)
- Orientation to State Employment (Online)

NOTE: If you are unable to complete the course in one session, you can log off and return later.

Questions or Problems

If you experience any difficulties or have questions, call the ITS help desk listed below.

<p>ITS Help Desk at 775-687-9099 or toll-free 866-NVNEATS (1-866-686-3287).</p>
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Please distribute this memo to all appropriate employees in your Department/Agency.

Thank you.