



DEPARTMENT OF PERSONNEL
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MEMO PERD #48-08

TO: Department Directors
Agency Personnel Liaisons

FROM: Todd Rich, Director
Department of Personnel

A handwritten signature in black ink that reads "Todd Rich".

DATE: August 26, 2008

SUBJECT: CHANGES TO EMPLOYEE APPRAISAL & DEVELOPMENT FORM

The Department of Personnel, based on recommendations from the Employee Evaluation Workgroup and agency personnel liaisons, is requesting feedback on proposed changes to the Employee Appraisal & Development Form (NPD-15), the newly created Employee Appraisal Response To Request For Review Form (NPD-15R), and the Instructions For The Completion Of Employee Appraisal & Development Report. Once feedback is received and any changes incorporated, the Department will notify you when they go into effect and update our website with the new materials. The following summarizes the recommended changes:

The order of signatures has been changed on the Employee Appraisal & Development Form (NPD-15) and the Reviewing Officer Review box has been removed from this form. The new format provides a space for an optional supervisor's (e.g. supervisor of rater preparing the evaluation) review of the evaluation prior to the evaluation being presented to the employee. Using this space on the form would ensure that the rater's supervisor has been consulted regarding the evaluation and if there is disagreement that this can be discussed prior to the employee receiving the evaluation. The Reviewing Officer Review box has been removed from the NPD-15 and a newly created Employee Appraisal Response To Request For Review Form (NPD-15R) was developed to provide more space for the Reviewing Officer to respond to the employee's points of disagreement.

The Instructions For The Completion Of Employee Appraisal & Development Report have been revised to include information regarding calculating a performance evaluation rating when an employee has not been assigned to perform a job element that is listed on the employee's work performance standards. Included in these instructions are the methods to calculate the rating

when the job elements are not weighted and also how to proportionally distribute the element when the elements are weighted.

It is our intent to provide effective tools for your use in this very important process. Please forward your comments to Mark Evans, Supervisory Personnel Analyst, Department of Personnel no later than **September 19, 2008**. He can be reached at mevans@dop.nv.gov or (775) 684-0149.

Attachments

cc: Agency Personnel Representatives



DEPARTMENT OF PERSONNEL EMPLOYEE APPRAISAL & DEVELOPMENT REPORT

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):			Permanent (check one):
6 month Probation/Trial: <input type="checkbox"/> 2 nd month <input type="checkbox"/> 5 th month <input type="checkbox"/> Other			<input type="checkbox"/> Annual <input type="checkbox"/> Other
12 month Probation/Trial: <input type="checkbox"/> 3 rd month <input type="checkbox"/> 7 th month <input type="checkbox"/> 11 th month <input type="checkbox"/> Other			
9. Work Performance Standards: <input type="checkbox"/> are an accurate reflection of the position <input type="checkbox"/> will be revised to reflect changes			
10. Overall Rating from Page 2, Number 14 (check one):			
<input type="checkbox"/> Does Not Meet Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Exceeds Standards			
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) and longevity pay (NAC 284.270).			
Rater's Signature & Title:		Date:	(mm/dd/yy)
11. Additional Supervisory Review (optional): <input type="checkbox"/> Agree <input type="checkbox"/> Disagree (Comment Required)			
Signature and Title:		Date:	(mm/dd/yy)
12. Employee Comments: (NAC 284.470 requires that you complete this section and sign the report on performance within 10 working days after discussion with your supervisor. If you disagree with the report and request a review, you must specify the points of disagreement.) <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Request Review *			
Employee Signature:		Date:	
13. Appointing Authority Review: <input type="checkbox"/> Agree <input type="checkbox"/> Disagree (Comment Required)			
Appointing Authority Signature & Title:		Date:	(mm/dd/yy)

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

Employee Evaluation & Development Report – Page 2

Employee Name: (Last)		(First)		(Initial)	
Employee ID #:					

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).	(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) <i>(A “does not meet standards” rating may affect adjustments based on merit (NAC 284.194) and longevity pay (NAC 284.270). Another evaluation must be completed within 90 days (NRS 284.340).</i>		X	
15. Rater’s Comments: <i>(A “does not meet standards” rating for any job element <u>must</u> include a detailed explanation of the deficiencies.)</i>			
16. Development Plan & Suggestions: <i>(The supervisor addresses how the employee can enhance performance and achieve standards; indicates recommendation for further development and training. This section should be discussed with the employee.)</i>			



**DEPARTMENT OF PERSONNEL
EMPLOYEE APPRAISAL RESPONSE TO REQUEST FOR REVIEW**

Employee Name: Last		First	Initial
Class Title:		Employee ID #:	
Dept/Div/Section:		Date Review Requested:	
Agency # (3 digits):	Home Org # (4 digits):	Date Response Due:	

NAC 284.097 “Reviewing officer” defined. (NRS 284.065) “Reviewing officer” means: 1. The supervisor of the person who prepared a report on performance of an employee; or 2. Such other person designated by the appointing authority, who reviews the report on performance upon the request of the employee pursuant to paragraph (b) of subsection 6of NAC 284.470.

The following response is provided based on employee’s request for review, and points of disagreement:

Prepared by/Reviewing Officer’s Signature & Title _____ **Date** _____

Received by/Employee’s Signature: _____ **Date** _____ **Agree** **Disagree**

Appointing Authority Signature _____ **Date** _____

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 State Personnel Records.

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

NUMBER 8: Date evaluation 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 12th month thereafter.

NUMBER 9: The rater checks the appropriate box indicating whether standards for the next rating period will be revised.

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

NUMBER 11: This is an optional field that allows for another level of supervisory approval within the agency (e.g. rater's supervisor).

NUMBER 12: As required by NAC 284.470, the employee must complete, sign and date the appropriate section on the report of performance within 10 working days after the discussion takes place between the employee and his immediate supervisor. If the employee disagrees with the report of performance and requests a review, he must respond and identify the specific points of disagreement. 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.

INFORMATIONAL NOTE: If an employee disagrees with the report on performance, he may request a review by a reviewing officer. The reviewing officer must complete the review form NPD-15R and return it to the employee indicating his agreement or disagreement with the supervisor's evaluation of the employee. The reviewing officer will be the supervisor of the person who prepared the performance evaluation or an individual chosen by the Appointing Authority.

NUMBER 13: The Appointing Authority will be the last one to sign the performance evaluation and must indicate agreement or disagreement with the supervisor or the reviewing officer. If the Appointing Authority disagrees with the supervisor and/or reviewing officer, then a meeting should be held to resolve the disagreement. If the appraisal is revised, the employee must be given a copy of the updated version to sign.

NUMBER 14: Rating of job elements. Each job element is rated at one of three possible rating levels with 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 Work Performance Standards 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 report. 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	1 (Does Not Meet Standards)
	<u>10</u>

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 work performance standards. 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:

	X		=	
#1		.35		1.05
#2		.20		.40
#3		.20		.40
#4		.15		.30
#5		.10		.10
		1.00 = 100%		2.25 = Meets Standards

Occasionally an employee's Work Performance Standards (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 performance evaluation.

If the WPS include an element that was not assigned and the job elements are **not** weighted, this is easily handled by averaging the scores for the other job elements to arrive at the rating. When the job elements **are** weighted, the value of the weighted element that was not performed must be proportionately divided between the remaining job elements. To do this, the first step is to determine the weighted rating based on the job elements that were performed. The example below assumes Job Element #5 with a 10% weighted value was not performed.

		X		=	(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 evaluation score is determined by dividing the weighted rating (Column C) by the percentage represented by the weighted value of the 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 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.

NUMBER 16: Developmental Plan and Suggestions. This section should be completed and discussed with the employee during the evaluation. 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 and 284.502 should be considered.

NOTE: *The effective date of an evaluation is the date it is received by the Department of Personnel.*