

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). 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 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 a copy to the employee indicating his agreement or disagreement with the supervisor's evaluation 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 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, 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 the section.

NUMBER 14: Rating of job elements. Each job element is rated in Column A as 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	<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 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 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 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.

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 evaluation score is determined by dividing the weighted rating (Column C) by the percentage represented by the weighted valued 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 should be considered.

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