



**DEPARTMENT OF PERSONNEL
EMPLOYEE WORK PERFORMANCE
STANDARDS FORM**

Supervisors are responsible for establishing the initial standards, but standards must be reviewed annually and amended when appropriate. The employee must be given an opportunity to comment when the standards are revised (NAC 284.468).

Employee Name:	Last	First	Ini	Employee ID #
Class Title:				Date Standards Est/Rev:
Department/Division:				
Agency # (3 digits):	Home Org # (4 digits):		Position Control #:	

I have read and understand the work performance standards for this position. I understand these standards may be modified after discussion with my immediate supervisor and with the concurrence of the appointing authority.

Employee Signature: _____ **Date:** _____

Supervisor Title & Signature: _____ **Date:** _____

Reviewing Officer Title & Signature: _____ **Date:** _____

Appointing Authority Title & Signature: _____ **Date:** _____

Job Elements (Defined as principal assignments, goals, responsibilities and/or related factors.)	*Weighted Value	Performance Standards
Job Element #1:		
Job Element #2:		
Job Element #3:		
Job Element #4:		
Job Element #5:		
Job Element #6:		
Job Element #7:		
Job Element #8:		

*If a weighted value is not designated, each job element has an equal weight.