 Department of Human Resources Standard Operating Procedures	Procedure:	ACCESSING THE SUPERVISORS OF CLASSIFIED EMPLOYEES MANDATORY TRAINING
	Effective Date:	July 30, 2012
	Revision Date:	January 2, 2015
	Type of Process:	<input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> Campus Procedure
	Approved By:	<i>Thomas Brown</i> (original on file)

Within 6 months after an employee is appointed to a supervisory or managerial position over classified employees, the employee must attend the following training class which has been approved by the State of Nevada Division of Human Resource Management:

- Evaluating Employee Performance

Within 12 months after an employee is appointed to a supervisory or managerial position, the employee must attend each of the following training classes which have been approved by the State of Nevada Division of Human Resource Management:


- Introduction to Equal Employment Opportunity
- Interviewing and Hiring of State Employees
- Alcohol and Drug Testing Program
- Progressive Disciplinary Procedures
- Handling Grievances

Online training classes are available for all Nevada System of Higher Education (NSHE) supervisors in each of the areas listed above. **All of the above training classes must be repeated every three years.**

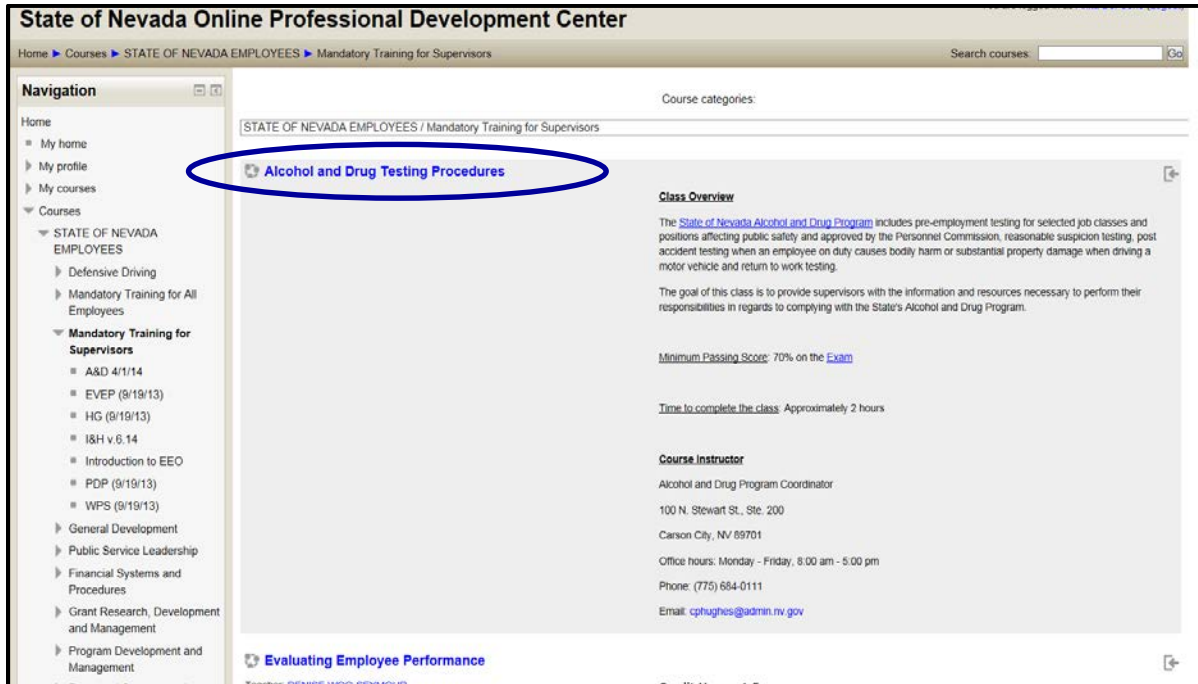
To access the online training, follow the detailed instructions below:

1. Go to: <https://nvelearn.nv.gov/moodle/> and login with assigned NEATS/NVAPPS user ID and password.
NOTE: If this is the first time accessing the Nevada Employee Action and Timekeeping System (NEATS) or NVAPPS, go to <https://nvapps.state.nv.us/NEATS/Recruiting/ViewJobsHome.aep> and under “Menu” in the left toolbar select “Register”. The system will assist in setting up a login.
2. Once logged in, select “COURSE CATALOG” under “Main menu” on the left toolbar.
3. Select “STATE OF NEVADA EMPLOYEES”.

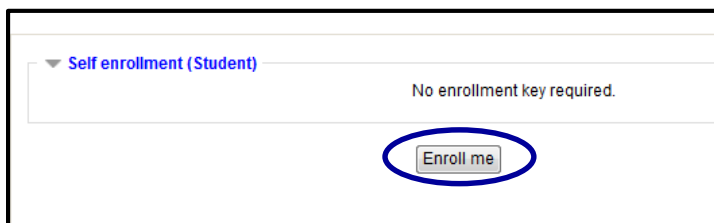


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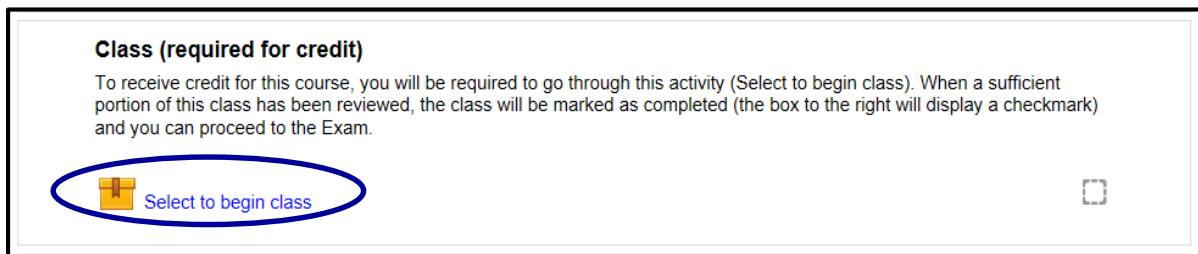
4. Select “MANDATORY TRAINING FOR SUPERVISORS”.
5. Scroll down and click on the session title in blue.




6. Click on the “Enroll me” button under “Self enrollment (Student)” at the bottom of the page.



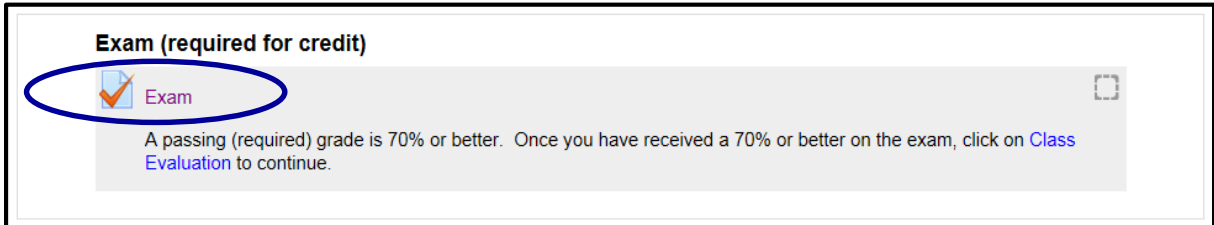
7. Under “Class (required for credit)” click on “Select to begin class”.



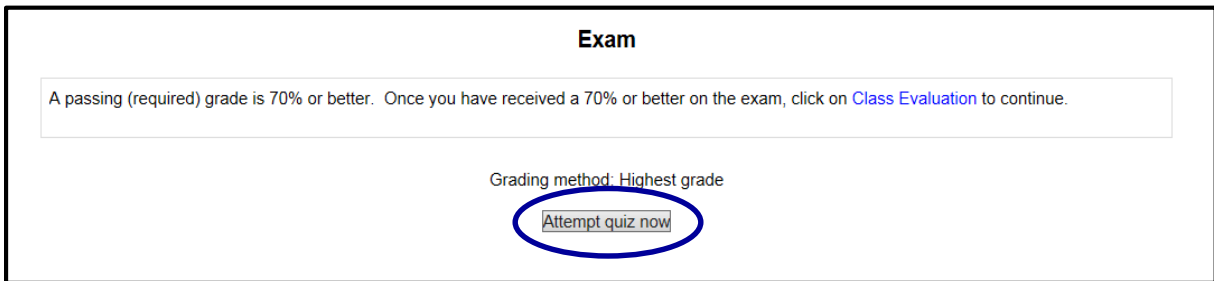
8. When the next screen comes up, click the “Enter” button to start the class.

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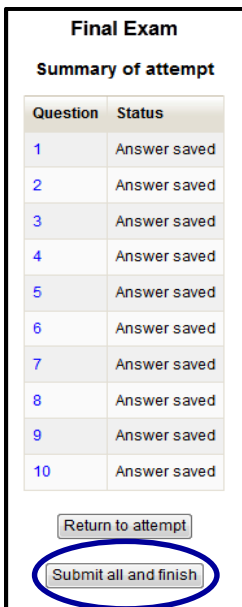
9. When the session is complete, follow the directions on the screen to go to the exam.
NOTE: If the exam box is greyed out, click on “select to begin class” and complete all screens.
10. Click on “Exam”.




11. Click on the grey “Attempt quiz now” button.

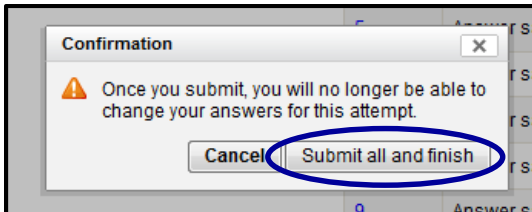


12. Once all the questions have been answered, click the gray “Next” button on the bottom of the page.
13. Review the summary of attempt and ensure that all questions have “answer saved”. Click the grey “Submit all and finish” button.



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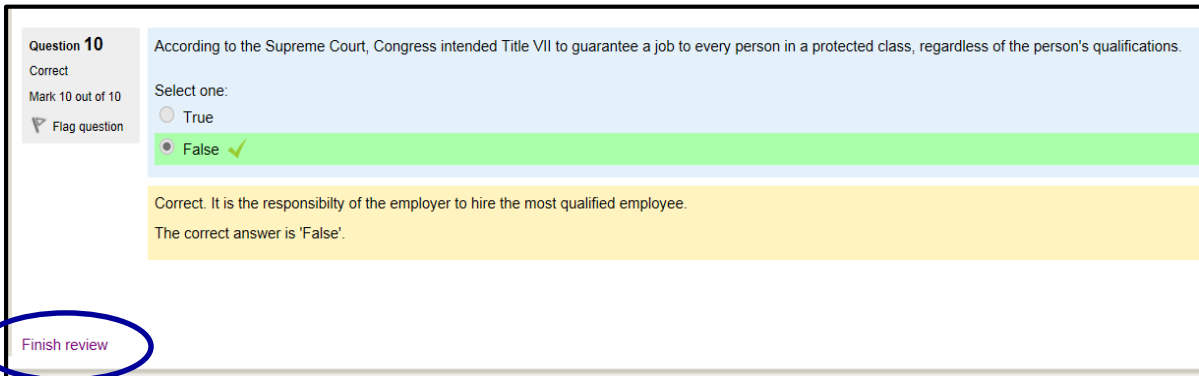
14. A confirmation box will pop-up and click the “Submit all and finish” button again.



15. The next screen will show which questions were answered correctly and incorrectly. The score will be listed on the top under “Grade”.

Started on	Monday, January 5, 2015, 12:48 PM
State	Finished
Completed on	Monday, January 5, 2015, 1:03 PM
Time taken	14 mins 29 secs
Marks	17.07/20.00
Grade	88.33 out of a maximum of 100.00

16. Click “Finish Review” at the bottom of the page.



17. If the grade is 70.0 or better, click “Class Evaluation” or “Course Evaluation”.


NOTE: If the grade/score is below 70.0, the course will need to be retaken.

18. Click “Answer the questions...” to start the evaluation.

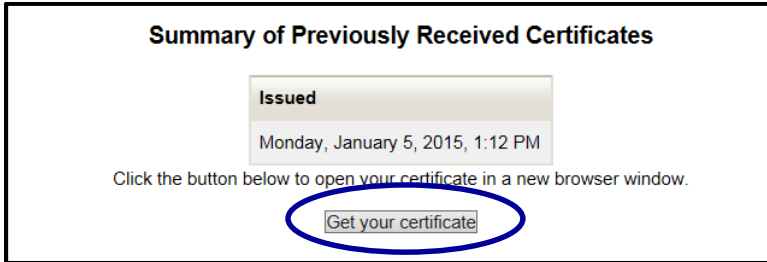
Class Evaluation

Please complete the following questionnaire about this class. Your answers are confidential and will help the Division of Human Resource Management better serve your training needs.

[Answer the questions...](#)

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19. Once complete, click the “Submit questionnaire” button on the bottom of the page.
20. Click the “Get your certificate” button. A second window will pop-up showing the certificate.



21. To get credit for the course, save the certificate as a PDF document and email the certificate to HRcustomerservice@csn.edu. The certificate can also be printed for informational purposes.
 NOTE: Certificates must be emailed or sent inter-office mail (sort code WCE 411) to CSN Human Resources to receive credit for the class.