



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Working for Oklahoma"

OPM 06-23

DATE: September 28, 2006

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., IPMA-CP, Administrator and
Cabinet Secretary of Human Resources and Administration

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned to the right of the "FROM:" field.

SUBJECT: Revised Performance Management Process (PMP) Form

Two minor changes have been made to the OPM-111 (PMP form). On November 1, 2005, House Bill 1755 became effective, amending Section 840-4.17 of Title 74 to require that each performance evaluation contain the employee identification number. The box on the form previously labeled SSN is now labeled ID. PeopleSoft employee ID numbers should be used.

The other change to the form requires the supervisor's name to be typed into a box on the first page header. It is often difficult to determine who the supervisor is by the signature page and this information needs to be easily identifiable.

Please note that the PMP form uses macros, so the user's macro security setting needs to be set on medium. (While in Word, click on *Tools*, *Macro*, and *Security*, then select 'Medium' setting and click OK.)

When prompted, the user needs to enable macros for this form. Due to Microsoft Word 2000 and Word 2003 using different programming languages in the creation of macros, it is necessary to have a separate form for both of these versions of Microsoft Word. The Word 2000 version of the form will not work in Word 2003, and the Word 2003 version will not work in Word 2000. You can open either form in both versions of Word, but you will not have complete functionality unless you use the correct form.

There is good news for Word 2003 users—we were able to add an additional function to this version of the form. The spelling and grammar check is now available from the Tools menu. Spelling and Grammar is only available in the 2003 version on the drop-down Tools menu.

[Word 2003 PMP Form](#)

[Word 2000 PMP Form](#)

Both of these forms will be available on the OPM website on the HR and Employee Services/Forms page and on the Personnel Assessment page. If you have any questions regarding PMP, please contact Natasha Riley, OPM Director of Personnel Assessment, at 405-521-6361 or natasha.riley@opm.ok.gov.