



STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT
DIVISION OF THE OFFICE OF STATE FINANCE

OPM 12-01

DATE: February 23, 2012

TO: All Appointing Authorities

FROM: Lucinda Meltabarger, Administrator

A handwritten signature in black ink, appearing to read "Lucinda Meltabarger".

SUBJECT: State Employee Performance Management System Compliance Form

Performance Management Process (PMP) is the employee performance evaluation tool mandated by statute to be utilized by most state agencies for the annual evaluation of each employee's work performance. (Please refer to §74-840-4.17. Employee performance management system.)

The PMP is designed to be a year-round partnership between employees and supervisors in the planning, coaching and reviewing of job performance. The PMP takes into consideration not just employee accountabilities, but also a set of five behaviors that influence performance: Customer Service Orientation, Teamwork, Problem-Solving Initiative, Leadership, and Observing Work Hours/Using Leave. Performance coaching is critical to the process, and employees and supervisors are expected to have ongoing discussions about the behaviors, skills and abilities required to succeed. Annual audits of various agencies are conducted by the Office of Personnel Management Personnel Assessment Division to determine the extent of compliance with statutory requirements regarding performance evaluations.

The statute requires the Office of Personnel Management to provide a form (Form OPM-98) for appointing authorities to confirm their compliance with employee performance evaluation requirements. Please click on the link below to complete and submit Form 98 online (one submission per agency, board or commission). **Please note that the deadline for submitting Form 98 to OPM, reporting for Fiscal Year 2011 or calendar year 2011, is March 31, 2012.**

If there are questions regarding the form or administration of the Performance Management Process, please contact Natasha Riley, Director of the OPM Personnel Assessment Division, at (405) 521-6361 or natasha.riley@osf.ok.gov.

Form OPM-98 - Report of Compliance with Employee Performance Evaluation
(Please click on below link)

https://www.ok.gov/triton/modules/formbuilder/form.php?form_id=1051598622b96b73b26de5a756ec74755eb0895ddda45831e5e6eec5cc16e359