

**State of Oklahoma**  
**Office of Personnel Management**  
**Report of Compliance with 74 O.S. Section 840-4.17,**  
**Employee Performance Evaluation**

Submit by March 31 to:	Personnel Assessment Division Office of Personnel Management 2101 N. Lincoln Blvd., Rm. B-82 Oklahoma City, Oklahoma 73105-4904
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Agency name and number: \_\_\_\_\_

Appointing Authority: \_\_\_\_\_

Date: \_\_\_\_\_ Year being reported: \_\_\_\_\_  
 calendar year  fiscal year

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I hereby certify that the above named agency, board, or commission complied with the statutory requirements of 74 O.S. Section 840-4.17 to the following extent:

1. The Performance Management Process (PMP) has been implemented by the agency. Yes  No
2. A twelve-month evaluation period including a start-up, mid-year review, and final evaluation has been established by the agency. Yes  No
3. Service ratings of current and former employees are used in decisions regarding promotion, appointments, demotions, performance pay increases, and discharges. Yes  No
4. Copies of the service evaluations of each employee of the agency are retained in the employee personnel files. Yes  No
5. Indicate the number of probationary employees converted to permanent status. \_\_\_\_\_ Unknown
6. Indicate the number of those employees who received a completed PMP thirty days prior to the end of the probationary period. \_\_\_\_\_ Unknown
7. Indicate the number of PMPs completed. \_\_\_\_\_ Unknown
8. Indicate the number of employees required to have PMPs completed. \_\_\_\_\_ Unknown
9. Indicate the number of those employees for whom a PMP should have been completed but was not. \_\_\_\_\_ Unknown
10. Comments: \_\_\_\_\_

Signature of Appointing Authority: \_\_\_\_\_