

OPM 01-07

DATE: January 8, 2001

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., Administrator and
Cabinet Secretary of Human Resources

RE: **Performance Management Process (PMP) Implementation**

Title 74 O.S. Section 840-4.17 requires all agencies to implement the new Performance Management Process (PMP) on or before January 1, 2000.

We have prepared the enclosed brief survey to assist in determining the status of PMP implementation and to aid our staff in evaluating the effectiveness of the new performance appraisal system.

Please complete the survey and return it to Mr. Joe Davenport, Director, Personnel Assessment Division, Office of Personnel Management by January 31, 2001. If you have questions concerning the survey please direct them to Mr. Davenport at (405) 521-6305 or by e-mail at joe.davenport@opm.state.ok.us.

Survey on Performance Management Process (PMP)
Office of Personnel Management
January 8, 2001

The following survey contains five questions to be completed by each agency and returned to OPM by January 31, 2001. Questions regarding items in this survey may be directed to Joe Davenport, Director of Personnel Assessment, Office of Personnel Management, at (405) 521-6305.

Agency: _____

Name and title of person completing this survey: _____

Name

Title

Date

1. Has your agency implemented the Performance Management Process (PMP) as required by 74 O.S. §840-4.17? YES NO

If yes, when did you implement PMP? _____

2. What annual review period did you adopt?

_____ State Fiscal Year (Jul. 1-June 30)

_____ Calendar Year (Jan. 1-Dec. 31)

_____ Federal Fiscal Year (Oct. 1-Sept. 30)

_____ Employee's Anniversary Date

_____ Other (please explain): _____

3. On how many employees in your agency are PMPs required by 74 O.S. §840-4.17? [NOTE: The statutes exempt the head of each agency, one principal assistant, one executive secretary, and other listed positions.] _____

How many required employees have had PMPs initiated? _____

How many required employees have had PMPs finalized? _____

How many required employees have received PMP midyear reviews? _____

4. Please use this space to describe how well PMP is working in your agency. List any problems with implementation or anything else you would like to tell us about the PMP.

5. If response to #1 is "no," please describe action plan to implement the Performance Management Process (PMP).

Please return this survey **by Jan. 31, 2001**, to:

Joe Davenport
Director of Personnel Assessment
Office of Personnel Management
Jim Thorpe Building
2101 North Lincoln Boulevard
Oklahoma City, OK 73105

Director of Personnel Assessment
Office of Personnel Management
Jim Thorpe Building
2101 North Lincoln Boulevard
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to: