



State of Oklahoma
Office of Management and Enterprise Services

HCM 13-03

DATE: April 11, 2013
TO: All Appointing Authorities
FROM: Lucinda Meltabarger, Administrator
SUBJECT: Employee Performance Management System Compliance

This memorandum is being distributed to provide a reminder that state agencies have an excellent tool available to assist in the management of employee performance - the Performance Management Process, or **PMP**.

The Performance Management Process is a year-round process that includes several components:

1. Accountabilities, which are tasks plus performance standards that are identified during the planning session when the PMP is initiated with the employee. Also at this time, descriptions for standard behaviors are determined.
2. A mid-year review that is held near the mid-point of the evaluation period, when the supervisor advises the employee as to how the performance to date would be evaluated and what, if anything, needs to be done differently for the remainder of the evaluation period.
3. Close-out of the evaluation, when the supervisor presents the ratings of the accountabilities and behaviors, an overall rating, and a development plan that identifies strengths and areas for development.

The **Performance Management Process Handbook** containing detailed information and instructions regarding the Performance Management Process may be accessed at <http://www.ok.gov/opm/documents/handbook.pdf>.

The **PMP Form 111** may be accessed at [PMP Evaluation Form](#) or on the HCM website under the "Forms" link.

In conjunction with 74 O.S. Section 840-4.17, once your agency has finalized all PMPs for calendar year 2012 or fiscal year 2012, please complete and submit the online **Report of Compliance with Employee Performance Evaluation** form, which may be accessed at [PMP Compliance Form](#).

If there are questions regarding the forms or administration of the Performance Management Process, please contact Natasha Riley, HCM Director of Assessment and Testing Services, at (405) 521-6361 or natasha.riley@omes.ok.gov.

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