

State of Oklahoma
Performance Management Process (PMP)

Section A: ID	Name (LAST, First, M.I.)	Job Title	P.I.N.
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Reason for PMP	Start Date	End Date	Agency	Supervisor	Organizational Unit/Division	Job Code
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Section B: Accountabilities <i>(Tasks + Performance Standards)</i>	Rating
1.	
Designation:	
Results:	
2.	
Designation:	
Results:	
3.	
Designation:	
Results:	
4.	
Designation:	
Results:	
5.	
Designation:	
Results:	

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Section B: Accountabilities (<i>Tasks + Performance Standards</i>)		Rating
6.	Designation:	
Results:		
7.	Designation:	
Results:		
8.	Designation:	
Results:		
For Supervisors/Managers Only		
9. Performance Management Accountability: -- Provides continuous feedback to employees using specific terms regarding work performance -- Conducts annual performance appraisals according to policy -- Helps employees identify areas of strength and areas for development -- Instructs and demonstrates ways that employees may improve performance or gain new skills -- Encourages feedback from employees regarding performance management -- Other:		
Designation:		
Results:		

Section C: Overall Accountability Rating

- * If all Accountabilities are Meets Standards or below, then the Overall Accountability Rating cannot be Exceeds Standards.
- * If any *critical* Accountability is Does Not Meet Standards, then the Overall Accountability Rating cannot be Exceeds Standards.
- * If any three Accountabilities are either Needs Improvement or Does Not Meet Standards, then the Overall Accountability Rating cannot be Exceeds Standards.

Overall Accountability Rating:

(Enter the Overall Accountability Rating again in Section E.)

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Section D: Behaviors		Rating
1. Customer Service Orientation		
Results:		
2. Teamwork		
Results:		
3. Problem-Solving Initiative		
Results:		
4. Leadership		
Results:		
5. Observing Work Hours and Using Leave <i>(Do not consider any leave that is approved under FMLA.)</i>		
Results:		

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Section E: Overall Performance Rating

1. Enter the Overall Accountability Rating (from Section C):

Overall Accountability Rating:

2. To arrive at an Overall Performance Rating, consider the ratings on the Behaviors:

- * If two or more Behaviors are Does Not Meet Standards, then the Overall Performance Rating *must* be one level lower than the Overall Accountability Rating.
- * If two or more Behaviors are Exceeds Standards, then the Overall Performance Rating *may* be one level higher than the Overall Accountability Rating.

3. Record the Overall Performance Rating:

Overall Performance Rating:

Section F: Summary / Development Plan

Performance Strengths:

Performance Areas for Development:

Development Plan:

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Section G: Record of Meetings/Discussions

Purpose of Meeting: Initial Planning		Start Date: _____ / _____
_____ / _____		Supervisor's Signature _____ Date _____
Employee's Signature _____	Date _____	Reviewer's Signature _____ Date _____

Purpose of Meeting: Mid-Year Review		_____ / _____
_____ / _____		Supervisor's Signature _____ Date _____
Employee's Signature _____	Date _____	Reviewer's Signature _____ Date _____

(This section is OPTIONAL and is used for extra meetings.)

Purpose of Meeting _____		Date _____
_____ / _____		Supervisor's Signature _____ Date _____
Employee's Signature _____	Date _____	Reviewer's Signature _____ Date _____

Purpose of Meeting: Closeout of the PMP		End Date: _____
Supervisor: I certify that this report represents my best judgment and has been discussed with the employee.		_____ / _____
Supervisor's Signature _____		Date _____
Employee: I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate my agreement with the contents of the report.		Reviewer: I certify that I agree with this report and have listed any exceptions/comments in the Additional Comments section.
_____ / _____		_____ / _____
Employee's Signature _____	Date _____	Reviewer's Signature _____ Date _____

Employee Comments:	Additional Comments (Supervisor and/or Reviewer):

This page is to be maintained by supervisor and attached after the PMP closeout.

Copies: _____ Employee
 _____ Supervisor
 _____ Agency Human Resources Department
 _____ Other