

OPM 99-53

To: All Appointing Authorities

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

Date: August 16, 1999

In re: State Mentor Program

The Office of Personnel Management is currently accepting nominations for the State Mentor Program, which was created by the Oklahoma Legislature in 1994 to develop the executive potential of employees in all branches of state government, with a special emphasis on women, racial minorities, and persons with disabilities. Please refer to the attached brochure for additional information concerning the State Mentor Program.

Any state employee may nominate another state employee to participate in the State Mentor Program. OPM recommends, however, that interested employees ask their Appointing Authority to nominate them. The deadline for nominations to reach OPM is **Monday, September 20, 1999, 5:00 p.m.**, on the attached "State Mentor Program Nomination Form".

Enclosed are three documents related to the State Mentor Program:

Nomination Form: Please make copies of the enclosed nomination form available to your employees.

Notice: Please post the attached notice in a conspicuous location in your agency.

Brochures: Please make copies of the enclosed brochures available to your employees.

The State Mentor Program is administered by the Special Projects Department of the Office of Personnel Management. If you have any questions, please do not hesitate to contact the Department office at (405) 521-2167.

**State of Oklahoma
Office of Personnel Management**

**STATE MENTOR PROGRAM
NOMINATION FORM**

The State Mentor Program was created by the Oklahoma Legislature in 1994 to develop the executive potential of employees in all branches of state government, with a special emphasis on women, racial minorities, and persons with disabilities.

Any state employee may nominate another state employee for participation in the State Mentor Program. The Mentor Selection Advisory Committee may recommend to the Administrator of the Office of Personnel Management up to five candidates to participate in the State Mentor Program. Nomination criteria includes: demonstrated leadership qualities; outstanding achievement record; outstanding recommendations by supervisors or peers; special knowledge of state systems; completion of the Certified Public Manager Program or similar achievement.

Each individual selected to participate in the State Mentor Program will become a Mentor Executive and, during his or her two-year management rotation, will be assigned to a policy-level manager in the employing agency and three other state agencies.

To nominate a state employee for participation in the State Mentor Program, please complete the Nomination Form (attached) and return it to the Office of Personnel Management, ATTN: Special Projects Department, 2101 N. Lincoln Blvd., Suite G-80, Oklahoma City, OK 73105, no later than Monday, September 20, 1999, 5:00 p.m. If you have any questions, please do not hesitate to contact the Special Projects Department at (405) 521-2167.

