

OPM 99-64

DATE: October 1, 1999

TO: All Appointing Authorities

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

RE: State Mentor Program

On August 16, 1999, I issued an "All Appointing Authorities" memorandum announcing the nomination period for the State Mentor Program. Since that time, my staff has learned that, in several instances, information concerning the State Mentor Program may not have been disseminated to state employees in a timely manner. Thus, I have decided to extend the nomination period for the State Mentor Program. State employees may submit nominations to the OPM Special Projects Department on the attached "State Mentor Program Nomination Form" until **Monday, November 15, 1999, 5:00 p.m.**

Please encourage the supervisors and managers in your agency to nominate qualified employees for participation in this program. To be eligible for selection as a Mentor

Executive, an applicant must possess the following minimum qualifications:

- A bachelors' degree or its equivalent, and three years of professional experience;
- Five years of experience in the public sector, at least two of which have been in Oklahoma state government;
- Currently occupy a professional-level position in Oklahoma state government; and
- A "Satisfactory", or its equivalent, rating on his or her most recent performance evaluation since July 1, 1998.

Additionally, applicants must complete a post-offer, pre-hire, work-related criminal background investigation.

OPM will provide a "State Mentor Program Application" to each state employee nominated for participation in the Program.

Enclosed are three documents related to the State Mentor Program:

Nomination Form: Please make copies of the enclosed nomination form available to the supervisors and managers in your agency.

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

Brochures: Please make copies of the enclosed brochure available to supervisors and managers in your agency.

If you have any questions, please do not hesitate to contact the OPM Special Projects Department 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. To be eligible for selection as a Mentor Executive, an applicant must possess the following minimum qualifications:

- A bachelors' degree or its equivalent, and three years of professional experience;
- Five years of experience in the public sector, at least two of which have been in Oklahoma state government;
- Currently occupy a professional-level position in Oklahoma state government; and
- A "Satisfactory", or its equivalent, rating on his or her most recent performance evaluation since July 1, 1998.

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, November 15, 1999, 5:00 p.m. If you have any questions, please do not hesitate to contact the Special Projects Department at (405) 521-2167.

Please return 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, November 15, 1999, 5:00 p.m. If you have any questions, please do not hesitate to contact the Special Projects Department at (405) 521-2167.