

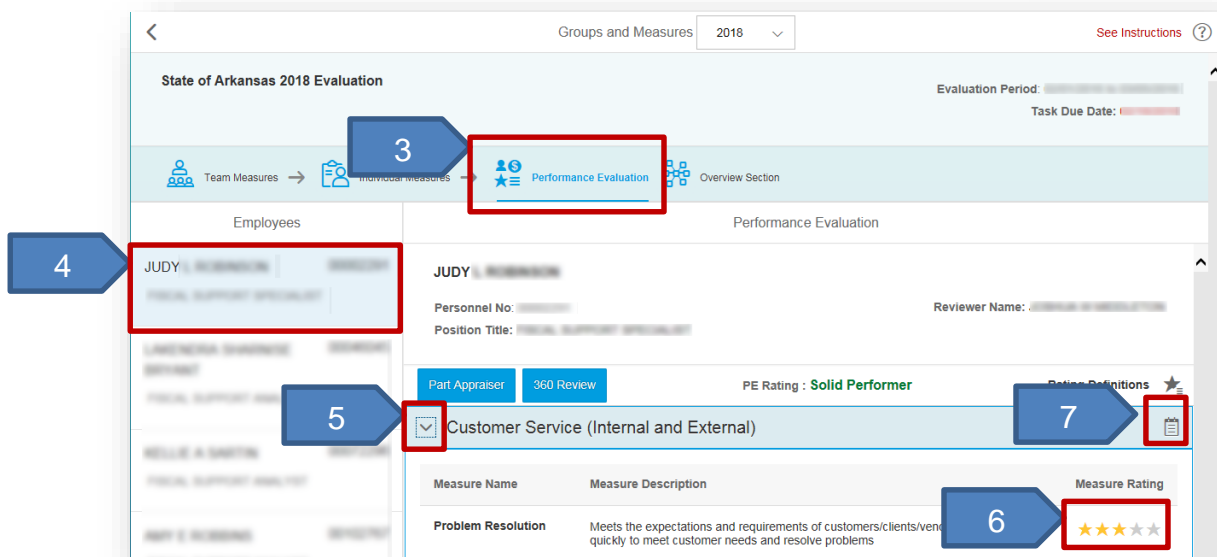
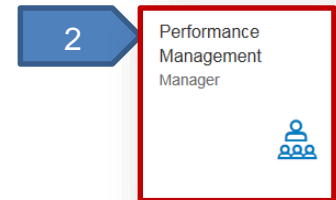


Department of Transformation and Shared Services  
Office of Personnel Management  
Performance, Goals, and Compensation System (PGCS)  
Evaluator Rating and Finalization

**Purpose:** Use this job aid to perform the steps necessary to rate, justify and finalize an employee evaluation document in PGCS.

1. Log on to EASE. <https://ease.arkansas.gov>

2. Click the **Performance Management** tile.  
**NOTE:** Only employees assigned as evaluators for performance management see this tile in EASE.



3. Click the **Performance Evaluation** tab.

**NOTE:** All employee evaluation documents are located on this tab.

4. Select an **Employee**.

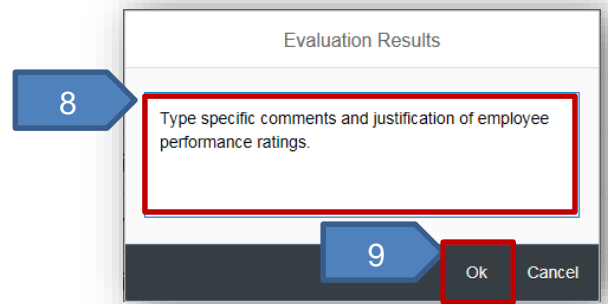
**NOTE:** If the list of direct report employees, including special relationship assignments, is inaccurate contact your department human resources immediately.

5. Click the **Expand Arrow** for the desired group.

**NOTE:** The document for FY21 displays all 7 groups and 35 measurements. Review department guidelines to determine how to choose groups and measures for your team. Leave ratings blank for those measures not selected.

6. Select a **Measure Rating** for each desired measurement within the group.

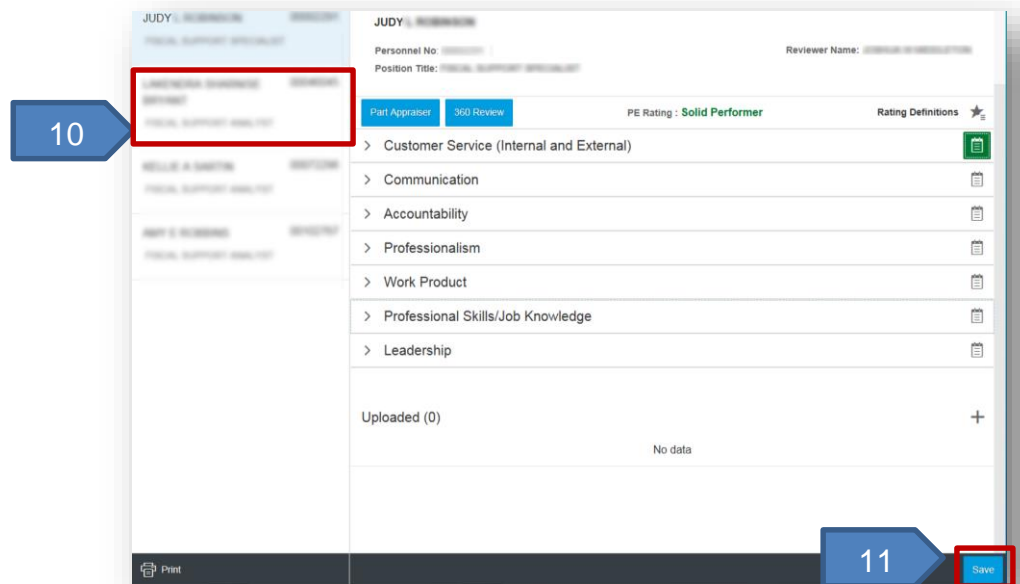
7. Click the **Notes** button.



8. Type specific justification and examples of employee performance against the measures chosen, at the group level, as required by the department.

9. Click the **OK** button.

**NOTE:** Clicking OK **DOES NOT** save the comment. Users **MUST** click the Save button to save Evaluation Results.



10. Click the **Save** button.

**NOTE:** Complete steps 5-9 for additional groups.

11. Select the next employee for completion.

**NOTE:** It is **important** to save before selecting a new employee. If data entry is not saved at this point, all unsaved work will be lost.