



# Memorandum

**To:** Human Resources Directors  
**From:** Kay Barnhill  
**Date:** March 2, 2021  
**Subject:** **FY21 Performance Evaluation Process**

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It is time to start preparing for the FY21 employee performance evaluation process. The FY21 performance evaluation period began on July 1, 2020 and will end on June 1, 2021.

The evaluation standards called Groups and Measurements (metrics) that were selected for an employee for the FY20 evaluation period will be systematically established for the employee for the FY21 evaluation period.

Below are the dates that correspond with action items for Departments:

**April 5, 2021** - Department Secretaries and HR Directors may begin reviewing employee metrics and determine whether any changes are needed.

**April 12, 2021** - Department-wide changes to employee metrics must be submitted to OPM.

**April 18, 2021** - All other changes to an employee's or group of employee's metrics must be completed in the system. Reasons to make changes to an employee's metrics include the following:

- If an employee has changed jobs due to promotion, demotion, or transfer since the FY20 evaluation, the employee's metrics must accurately reflect the new job duties.
- If an employee was hired on or after May 1, 2020, the employee's metrics should be the same or similar metrics used for other employees within the same classification.
- If an employee's job duties changed because of a reorganization.

**April 19, 2021** - Evaluators may begin selecting star ratings and entering comments. Evaluators can review and complete performance evaluations at [ease.arkansas.gov](http://ease.arkansas.gov).

**June 1, 2021** - All evaluations must be completed.

Information about the FY21 performance compensation will be provided at a later time.

Please contact OPM if you have any questions or require assistance. More information about the performance evaluation process can be found at [Performance Evaluations - Arkansas Department of Transformation and Shared Services](#).