



Memorandum

To: Human Resources Directors
From: Kay Barnhill *Kay Barnhill*
Date: March 14, 2022
Subject: FY22 Performance Evaluation Process

It is time to start preparing for the FY22 employee performance evaluation process. The FY22 performance evaluation period began on July 1, 2021 and will end on May 16, 2022.

The evaluation standards called Groups and Measurements (metrics) that were selected for an employee for the FY21 evaluation period will be systematically established for the employee for the FY22 evaluation period.

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

- **March 21, 2022** - Department Secretaries and HR Directors may begin reviewing employee metrics in the system to determine whether any changes are needed.
- **April 4, 2022** – Last day that Department-wide changes to employee metrics can be submitted to OPM.
- **April 11, 2022** – Last day that all other changes to an employee's or group of employee's metrics must be completed in the system by the supervisor. 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 FY21 evaluation, the employee's metrics must accurately reflect the new job duties.
 - If an employee was hired on or after June 1, 2021, 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 12, 2022** - Evaluators may begin selecting star ratings and entering comments. Evaluators can review and complete performance evaluations at ease.arkansas.gov.
- **May 16, 2022** - All evaluations must be completed.

Information about the FY22 performance compensation will be provided later.

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](#).