**Memorandum**

**To:** Chiefs of Staff and HR Managers

**From:** Kay Barnhill

**Date:** April 5, 2023

**Subject: FY23 Performance Evaluation Process**

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The Office of Personnel Management (OPM) is preparing for the FY23 employee performance evaluation process. The FY23 performance evaluation period began on July 1, 2022, and will end on May 31, 2023.

The evaluation standards called Groups and Measurements (metrics) that were selected for an employee for the FY22 evaluation period will be systematically established for the employee for the FY23 evaluation period unless changes are requested or made. Your department or agency may choose to establish metrics as follows:

1. All employees within the department or agency will have the same metrics;
2. All employees within the department or agency will have partial metrics established and the remaining metrics must be established by the employee’s evaluator; or
3. Each evaluator can establish all the metrics for each of its employees.

Below are the dates that correspond with action items for the FY23 PE process:

* **April 6, 2023**—Departments and agencies may begin reviewing employee metrics in the system to determine whether any department-wide or individual employee changes are needed. Changes may be submitted to OPM starting this day.
* **April 21, 2023**—Last day that department-wide changes to employee metrics can be submitted to OPM.
* **May 1, 2023**—Last day that all other changes to an employee’s or group of employee’s metrics must be completed in the system by the evaluator. The following are reasons to make changes to an employee’s metrics:
* If an employee has changed jobs due to promotion, demotion, or transfer since the FY22 evaluation, the employee’s metrics must accurately reflect the new job duties.
* If an employee was hired on or after May 16, 2022, 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.
* **May 2, 2023**—Evaluators may begin selecting star ratings and entering comments.
* **May 31, 2023**—**All evaluations must be completed in the system.**

Evaluators can review and complete performance evaluations in the Performance Evaluation Manager tile at <https://ease.arkansas.gov>. Information about the FY23 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](https://www.transform.ar.gov/personnel/performance-goals-and-compensation-system-pgcs/).