
Dear Directors/ Supervisors and Managers,

Welcome to the FY22 Performance Evaluation Period!

The statewide performance evaluation system is called the Performance, Goals, and Compensation System (PGCS) and is accessed through the online Empowering Arkansas State Employees (EASE) application. The FY22 performance evaluation period began on July 1, 2021 and will end on May 16, 2022.

- Please review the attached memorandum from Kay Barnhill, Director of the Office of Personnel Management (OPM). **FY22 Performance Evaluation Process Link:** [document \(ar.gov\)](#)
- As part of the first initiative, OPM is issuing the statewide catalog, ADE will be required to use to select the standards employees will be rated. [FY22-PE-Standards-and-Instructions.pdf](#)
- Additional information about the PGCS, including available eLearning, can be found at the following link. [Performance Evaluations - Arkansas Department of Transformation and Shared Services](#)

Performance Evaluation Best Practices:

- Ensure the list of direct report employees, including special relationship assignments, is accurate. If not, contact your HR representative immediately.
- Performance reviews should be future-focused - It's good to reflect on the past, but managers and employees should also spend time looking forward.
- Review performance and coach to impact development and growth. Human Resources is available to assist with coaching and counseling opportunities.
- Set goals that align with the ADE Strategic Plan.
- Frequent Two-Way Communication - Communicate expectations for your employees: When employees aren't achieving goals or objectives, these meetings can help determine why and how to help an employee improve.

- Choose your phrases carefully: For example, use measurement-oriented language, stay positive and constructive, focus on opportunities for growth.
- Be an active listener: make sure you are facilitating a dialogue and actually listening.
- Wrap up the conversation with agreed upon next steps: After the conversation concludes managers and employees should review notes, define next steps, and follow up with shared comments and feedback.

Information about the FY22 performance compensation will be provided later.

Thank you and if you have any questions please feel free to email myself or HumanResources@ade.arkansas.gov