



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

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**MEMORANDUM**

TO: All State Agency Directors, Boards, Commissions, and  
Presidents/Chancellors of State Supported Institutions of Higher  
Education and Human Resource Managers

FROM:   
Herbert M. Scott  
State Personnel Administrator

SUBJECT: Review of Performance Evaluation Plans and Documents

DATE: October 24, 2013

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The Office of Personnel Management will be conducting a review of performance evaluation processes currently in use for all state agencies, boards, commissions, and institutions of higher education as required A.C.A. 21-5-1001(b).

In 2008, all performance evaluation plans and associated forms were submitted to OPM for review and approval. Please e-mail this plan with the approval letter to the Research and Technical mailbox at [opmrts@dfa.arkansas.gov](mailto:opmrts@dfa.arkansas.gov). In a separate document, please outline any changes/amendments made to the plan since its original approval and send to the same e-mail address. All documents should be submitted by Friday, November 1, 2013.

If you have any questions, please feel free to contact your State Personnel Analyst.