



Memorandum

To: Department Secretaries, Chiefs of Staff, and HR Directors
From: Kay Barnhill, State Personnel Director
Date: October 8, 2025
Subject: **FY26 MyARPerformance—Performance Culture**

The Office of Personnel Management (OPM) is preparing for the FY26 employee performance evaluation process. The formal performance evaluation is conducted once a year and is usually associated with a performance increase. This evaluation is often the first time some employees receive any feedback from their supervisors. To encourage a more collaborative and engaging workplace, OPM is promoting a performance culture to help employees be as effective as possible in supporting the department's mission, goals, and objectives. Employees should be provided with the appropriate training, tools, and feedback needed to succeed.

Mid-year review. In support of a strong performance culture, supervisors will complete a mid-year review of their employees. This review does not produce a score or overall result, nor is it tied to any compensation. Supervisors should use this review as an opportunity to have a meaningful discussion regarding the employees' current performance and expectations for the remainder of the evaluation cycle. The mid-year review is required and must be completed by December 17, 2025. Supervisors will provide a copy to the employee and maintain the documentation until the performance system is available to upload. Departments can use the mid-year review template provided along with this memorandum or develop their own.

Employee self-assessment. Departments can incorporate an employee self-assessment step as part of their evaluation process. The self-assessment is optional for departments and would be completed by the employee in the spring as an additional tool for supervisors to have when doing the yearly evaluation. Departments that incorporate a self-assessment step into their process can use the employee self-assessment template provided along with this memorandum or develop their own.

MyARPerformance system. OPM will notify you once the MyARPerformance system is available, along with key dates and deadlines associated with this evaluation cycle. Review the [MyARPerformance Policy](#) for more information about performance evaluations.

Please contact OPM if you have any questions or require additional assistance.