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Mary Elizabeth Bailey
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MEMORANDUM

PERSONNEL MEMO 26-18

To: Cabinet Secretaries
Agency Heads
Constitutional Officers
Human Resource (HR) Administrators

From: Mary Elizabeth Bailey, Secretary

Date: **November 10, 2026**

Re: **Performance Management: New Functionality and Requirements for 2027**

The Personnel Cabinet is pleased to announce enhancements to the Executive Branch performance management process. These enhancements are intended to support meaningful performance discussions, strengthen employee development, and clarify performance expectations.

New GenAI Comment Assistance Feature

A new GenAI feature will be available to evaluators within performance reviews to assist with developing more structured performance comments. The tool uses information already available within the review, including the applicable goal or competency description, self-review comments entered by the employee (if applicable), and turns the notes and key points entered by the evaluator into a more structured comment.

The feature is intended to support evaluators in better documenting their observations. It does not replace their judgment or responsibility for the final comment, as evaluators must review the GenAI suggested comments for accuracy, ensure they appropriately reflect observed performance, and make any necessary revisions before accepting them. Agencies will continue to be responsible for auditing performance reviews against existing comment standards and requirements.

Competency Updates and New Requirements

The following updates to the core competencies clarify existing expectations and reinforce a continued focus on accountability, compliance, and employee development.

- **Professional Development – Employee Competency**
  The Professional Development competency will be updated to explicitly include the expectation that employees complete required annual training within established timeframes. Timely completion of required training is an existing expectation, and failure to meet this requirement may affect an employee's performance evaluation.

- **Accountability – Employee Competency**
  The Accountability competency will be updated to include a reference to records management and retention responsibilities, when applicable to an employee's role. This change reinforces employees' responsibility for following established policies, procedures, and applicable requirements for creating, maintaining, and retaining records.

- **Talent Management – Evaluator Competency**
  Evaluators will be expected to assign each employee at least one job-related professional development opportunity during the performance plan year. This requirement is intended to encourage evaluators to take an intentional approach to employee growth by identifying training or development opportunities that support the employee's responsibilities, skills, and continued success. Employees are expected to complete assigned training as applicable.

Additional details about the Gen AI feature, the competency updates, and resources to support agencies, evaluators, and employees in implementing these changes are forthcoming to Performance Management Administrators and HR Executives.

Please direct any questions regarding this training requirement to Jamie Caldwell, Acting Commissioner, Department of Human Resources Administration, Personnel Cabinet at Jamie.Caldwell@ky.gov.