

**College Procedure: 404.9 – Performance Evaluation
and Goal Setting**

Policy Reference: 404 – Employment Relationship
Responsible Department: Human Resources
Approval Authority: Cabinet
Procedure Owner: Vice President, Human Resources
Effective Date: 01/27/2015

Version Number: 3
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

Kirkwood Community College understands the importance of regular feedback to every employee regarding his/her job performance and their progress towards goals.

The Procedure

Once a year all eligible full-time regular, non-faculty, employees of the College will receive a documented evaluation of their previous year’s performance. The review will also include a reflection on the employee’s goals for the previous year as well as the setting of goals for next year.

Eligibility:

All full-time regular non-faculty employees who have been in their current position for a period of 90 days or more are eligible.

Timing:

The review process is based upon the employee’s date of hire anniversary.

The performance review and goal setting guidelines for full-time regular faculty employees of the College are contained in the Master Contract Agreement between the College and the Kirkwood Faculty Association (KFA).

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	01/27/2015	Jim Choate, Vice President, Finance	New procedure
2	05/15/2017	Mick Starcevich, President	New template
3	07/18/2019	Cabinet	Procedure template