

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

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

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

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### 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 Starceovich, President         | New template          |
| 3              | 07/18/2019    | Cabinet                             | Procedure template    |