

<b>College Procedure:</b>	<b>404.9 - Performance Evaluation and Goal Setting</b>
<b>Policy Reference:</b>	<b>404 - Employment Relationship</b>
<b>Responsible Department:</b>	<b>Human Resources</b>
<b>Approval Authority:</b>	<b>Cabinet</b>
<b>Procedure Owner:</b>	<b>Vice President, Human Resources</b>
<b>Effective Date:</b>	<b>1/27/2015</b>

**Version Number:** 3  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):**  
**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).

## References

## Definitions

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

## Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	1/27/2015	Jim Choate, Vice President, Finance	
2		Mick Starcevich, President	New template 5/15/2017
3		Cabinet	Procedure template 7/18/2019