

Policy: 5.09

Performance Evaluation

Purpose

Kansas City Kansas Community College (KCKCC) is committed to developing and retaining employees by encouraging supervisors to provide regular feedback and evaluation of performance throughout the year. Evaluations are a tool to provide feedback and documentation about an employee's performance, to provide clear communication of job expectations and goals, and to formally recognize employees for their contributions to KCKCC.

Scope

KCKCC requires that all supervisors provide each staff member a formal evaluation on an annual basis. Employees represented by the collective bargaining agreement will have their work performance evaluated and processed according to the terms outlined in the Master Contract.

Policy Statement

Evaluation of New Employees

Supervisors are required to provide new staff members with a formal evaluation prior to the end of the third and six months of employment with KCKCC.

Within the first 30 days of employment, supervisors should create goals for the new employee. Supervisors should review the position description and the needs of the department in the creation of these goals.

Performance Improvement Plans & Additional Evaluations

Performance improvement plans and/or additional evaluations may also be conducted outside of the KCKCC's annual timeframe at any point in order to recognize an employee's contribution to the College, to identify professional development opportunities, to provide formal feedback to an employee, or to clearly define conduct-related issues, performance goals, objectives and timelines.

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