

EMPLOYEE PERFORMANCE REVIEW

In keeping with the commitment of the College to quality education and service, performance reviews of all full-time and regular part-time employees shall be conducted by the immediate supervisor. The intent of the employee performance review policy shall be to:

- Establish a uniform performance review process.
- Assist in the enhancement of the employee's job performance.
- Assist in the achievement of institutional goals by insuring that individual objectives are consistent with the institutional mission and goals.
- Provide a climate for ongoing communication concerning performance between the employee and supervisor and development of a mutual understanding of expectations, goals, and measurement criteria.
- Emphasize the positive elements of professional growth and development.
- Provide documentation of performance in support of future personnel decisions.
- Assure confidentiality is maintained throughout the process.

Employee performance reviews shall be conducted in accordance with the Employee Performance Review Procedures.

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