

**Aims Community College Procedure**  
**Employee Services**  
**Performance Evaluation**

The annual evaluation of employee job performance is a critical step in managing the College's strategic initiatives, purpose, mission, vision and values.

Full-time employees are generally evaluated on a cyclical basis. The cycle will generally be based on the type of position the employee holds. Part-time employees may be evaluated, depending on the nature of their position. The College reserves the right to modify the evaluation process in its discretion.

Evaluations may be used to discuss, establish, and measure employee performance standards and goals, discuss professional development or training opportunities, or to discuss areas where improvement is needed and, if necessary, establish plans for facilitating such improvement. Evaluations may also serve to provide documentation for employment decisions made by the College.

**Adopted: College Council, May 23, 2022**

**Responsible Administrator: Executive Director/CHRO of Employee Services**

*Updated from Human Resources to Employee Services – September 20, 2022*