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## Policy Information

**Effective Date:**

September 1, 1988

**Last Revised Date:**

March, 2000

**Policy Number:**

CSM 510.0

**Responsible Unit:**

Human Resources

**Email:**

[hadmin@email.arizona.edu](mailto:hadmin@email.arizona.edu) [1]

## Policy

Regular Classified Staff employees shall have their job performance appraised annually, in writing, by their immediate supervisor. Employees in their initial probation period shall have their job performance appraised, verbally or in writing, at mid-probation and at the end of probation.

## Related Information\*

[Arizona Board of Regents Policy 6-404. Evaluation of Classified Staff](#) [2]

[UA Career Conversations Guide](#) [3]

[UA Career Conversations Template](#) [4]

## Revision History\*

12/01/2023: Updated responsible unit email address.

March 2000

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**Source URL:**<https://policy.arizona.edu/employment-human-resources/performance-appraisal>

**Links**

[1] <mailto:hradmin@email.arizona.edu> [2] <https://public.powerdms.com/ABOR/documents/1499279>  
[3] <https://hr.arizona.edu/sites/default/files/hr/forms/HR-Conversations/UACareerConversationGuide.pdf>  
[4] <https://hr.arizona.edu/sites/default/files/hr/forms/HR-Conversations/UACareerConversationTemplate.docx>