

# Evaluation Periods

Last Modified on 10/22/2022 10:11 am CDT

**PATH:** Staff Evaluations > Staff Evaluations Setup > Evaluation Periods

**PATH:** Human Resources > Administration > Staff Evaluations Setup > Evaluation Periods (HR-enabled)

Evaluation Periods specify the period of time during which the staff evaluation process may occur.

The screenshot shows a software interface for managing evaluation periods. At the top, there are tabs for 'Evaluation Periods' (which is selected), 'Rating Scales', 'Category Bank', and 'Evaluations'. Below the tabs are two buttons: 'New' (with a plus sign icon) and 'Save' (with a floppy disk icon). A table titled 'Evaluation Period' lists seven entries with columns for 'Code', 'Description', 'Start Date', and 'End Date'. The entries are: FALL14 (Fall 2014, 10/01/2014 - 10/15/2014), SUM 14 (Summer 2014, 06/16/2014 - 06/27/2014), SPR 14 (Spring 2014, 04/01/2014), WINT 13 (Winter 2014, 01/01/2014), WINT14 (Winter 2014, 01/01/2014 - 01/15/2014), FALL 13 (Fall 2013, 10/01/2013), and SUM 13 (Summer 2013, 06/17/2013 - 07/01/2013). To the right of the table is a modal window titled 'New Evaluation Period' with fields for 'Code', 'Description', 'Start Date' (with a calendar icon), and 'End Date' (with a calendar icon).

Evaluation Period			
Code	Description	Start Date	End Date
FALL14	Fall 2014	10/01/2014	10/15/2014
SUM 14	Summer 2014	06/16/2014	06/27/2014
SPR 14	Spring 2014	04/01/2014	
WINT 13	Winter 2014	01/01/2014	
WINT14	Winter 2014	01/01/2014	01/15/2014
FALL 13	Fall 2013	10/01/2013	
SUM 13	Summer 2013	06/17/2013	07/01/2013

## See Also

- [Configure Evaluation Periods](#)
- [Edit Evaluation Periods](#)
- [Copy Evaluation Periods](#)
- [Delete Evaluation Periods](#)