Edit 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. You can edit an Evaluation Period as long as evaluations associated with the Evaluation Period are not assigned to staff members.
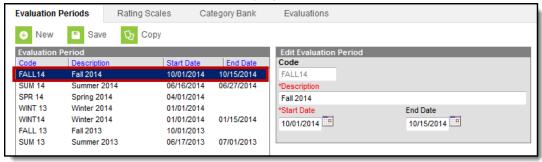
> The Evaluation Period **Code** cannot be changed.

Complete the following steps to edit an Evaluation Period.

1. Select the Evaluation Period you want to change.
   Result
   The **Edit Evaluation Period** editor displays.

2. Make the necessary changes.
3. Click the **Save** button.