## **Configure 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 also define a new Evaluation Period by copying an existing Evaluation Period.

Complete the following steps to define a new Evaluation Period.

1. Click the **New** button.

## Result

The New Evaluation Period editor displays.

| eriods      | Rating Scales  | Category Bank  | k Evaluations  |
|-------------|--|--|--|
| Save        |  |  |  |
| eriod       |  |  | New Evaluation Period  |
| Description | Start Da   | ate End Date   | *Code  |
| Fall 2014   | 10/01/2  | 014 10/15/2014   | 4  |
| Summer 2014 | 06/16/2  | 014 06/27/2014   | 4 *Description   |
| Spring 2014 | 04/01/2  | 014  |  |
| Winter 2014 | 01/01/2  | 014  | *Start Date End Date   |
| Winter 2014 | 01/01/2  | 014 01/15/2014   |  |
| Fall 2013   | 10/01/2  | 013  |  |
| Summer 2013 | 06/17/2  | 013 07/01/2013   | 3  |
|             | Save eriod     Description     Fall 2014 Spring 2014 Winter 2014 Winter 2014 Winter 2014 Fall 2013 | Save           eriod         Start Dr.           Description         Start Dr.           Fall 2014         10/01/2           Spring 2014         04/01/2           Winter 2014         01/01/2           Winter 2014         01/01/2           Fall 2013         10/01/2 | Save           Description         Start Date         End Dat           Fall 2014         10/01/2014         10/15/201           Summer 2014         06/16/2014         06/27/201           Spring 2014         04/01/2014         Winter 2014           Winter 2014         01/01/2014         01/15/201           Fall 2013         10/01/2014         01/15/201 |

- 2. Enter a unique **Code** to identify the Evaluation Period.
- 3. Enter a detailed **Description** of the Evaluation Period.
- 4. Enter the first date of the Evaluation Period in the **Start Date** field.
- 5. Enter the last date of the Evaluation Period in the **End Date** field. *(optional)*
- 6. Click the **Save** button.

## Result

The new Evaluation Period displays in the Evaluation Period group.