

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.

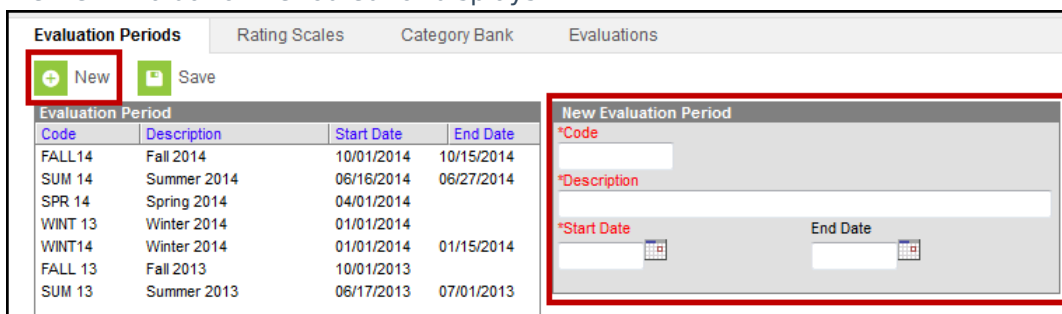
You can also define a new Evaluation Period by [copying an existing Evaluation Period](#).

Complete the following steps to define a new Evaluation Period.

1. Click the **New** button.

Result

The New Evaluation Period editor displays.



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.