

Rating Scales

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Rating scales are used to measure the level of an employee's performance and displays as a dropdown list on the evaluation.

You can only associate one Rating Scale with each [Category](#). However, you can define unique code definitions when setting up [Categories](#), [Elements](#) and [Sub-Elements](#). See the [Add Categories to the Category Bank](#) article for more information.

You may associate multiple Rating Scales with a single [Evaluation Period](#).

The screenshot displays the 'Rating Scales' management interface. On the left, a table lists existing rating scales. On the right, the 'Edit Rating Scale' form is shown for the 'COMM' (Communication) scale, associated with the 'FALL 13' evaluation period. The form includes a 'Description' field and a 'Ratings' section where four rating levels are defined: Very Poor (VP), Poor (P), Good (G), and Very Good (VG). Each rating level has a delete icon (X) next to it. An 'Add Rating' button is located at the bottom of the ratings section.

| Code | Description | Period |
|------------|-------------------|---------|
| COMM | Communication | FALL 13 |
| EFFECT | Effectiveness | FALL 13 |
| LEAD | Leadership | FALL 13 |
| PLAN | Planning | FALL 13 |
| PROF | Professionalism | FALL 13 |
| EFFECT | Effectiveness | FALL14 |
| EFFECT | Effectiveness | SPR 14 |
| MN-Ratings | MN Rating Scale | SPR 14 |
| MN2 | MN Rating Scale 2 | SPR 14 |
| PROF | Professionalism | SPR 14 |
| EFFECT | Effectiveness | SUM 13 |
| EFFECT | Effectiveness | WINT 13 |
| PLAN | Planning | WINT 13 |
| PROF | Professionalism | WINT 13 |
| EFFECT | Effectiveness | WINT14 |
| PLAN | Planning | WINT14 |
| PROF | Professionalism | WINT14 |