## **Copy Rating Scales**

Last Modified on 10/22/2022 10:11 am CD7

## **PATH:** Staff Evaluations > Staff Evaluations Setup > Rating Scales

**PATH:** *Human Resources > Administration > Staff Evaluations Setup > Rating Scales (HR-enabled)* 

Copying a Rating Scale allows you to quickly set up a new Rating Scale with the same Codes from a previously configured Rating Scale. After you copy the Rating Scale, you can edit the new Rating Scale as necessary.

Evaluation Periods Rating Scales		es Cate	Category Bank		Evaluations		
+ New	🗈 Save 🗘 Copy	😣 Delet	е				
Rating Scales				Edit Rating Scale			
Code	Description	Period		Code		*Evaluation Period	
COMM	Communication	FALL 13		COMM		FALL 13: 10/01/2013 - 👻	
EFFECT	Effectiveness	FALL 13	1	*Descript	ion		
LEAD	Leadership FALL 13		Communication				
PLAN	Planning	FALL 13					
PROF	Professionalism	FALL 13	Rat	Ratinas	(drag to sort from	n highest to lowest)	
EFFECT	Effectiveness	FALL14					
EFFECT	Effectiveness	SPR 14		Co	Copy Rating Scale 🗙 🗙		
MN-Ratings	MN Rating Scale	SPR 14					
MN2	MN Rating Scale 2	SPR 14	- 11		Code	-	
PROF	Professionalism	SPR 14			СОММ		
EFFECT	Effectiveness	SUM 13		*Description			
EFFECT	Effectiveness	WINT 13			Communication		
PLAN	Planning	WINT 13			Evaluation Period		
PROF	Protessionalism	WINT 13				_	
DIAN	Discriment	WINT 14					
PLAN	Planning	WINT14		ч —			
						Complete Copy Close	

Complete the following steps to copy the Rating Scale.

 Select the Rating Scale you want to copy and click the **Copy** button. **Result**

The Copy Rating Scale window displays.

- 2. Change the Code and Description as necessary. (optional)
- 3. Select the Evaluation Period into which you want to copy the Rating Scale.
- 4. Click the **Complete Copy** button.

## Result

The new Rating Scale displays in the Rating Scales group. Now you can edit the new Rating Scale as necessary.