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 Category	y Bank	Evalu	aluations			
	New	🗈 Save 🗘 Copy	🗴 Delete					
	Rating Scales				Edit Rating Scale			
	Code	Description	Period	Co	de	*Evaluation Period		
	COMM	Communication	FALL 13	CC	MM	FALL 13: 10/01/2013 - 👻		
	EFFECT	Effectiveness	FALL 13	*De	scription			
	LEAD	Leadership	FALL 13	Communication		n		
	PLAN	Planning	FALL 13					
	PROF	Professionalism	FALL 13	Rat	inas (draa to	to sort from highest to lowest)		
	EFFECT	Effectiveness	FALL14		Copy Rating Scale ×			
	EFFECT	Effectiveness	SPR 14	-				
	MN-Ratings	MN Rating Scale	SPR 14			-		
	MN2	MN Rating Scale 2	SPR 14		*Code			
	PROF	Professionalism	SPR 14		COMM			
	EFFECT	Effectiveness	SUM 13		*Description			
	EFFECT	Effectiveness	WINT 13					
	PLAN	Planning	WINT 13			ation Period		
	PROF	Professionalism	WINT 13 WINT14		2 Valdation	▼		
		Effectiveness	WINT14 WINT14			•		
	PLAN	Planning	WINT 14					
						Complete Copy Close		
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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.