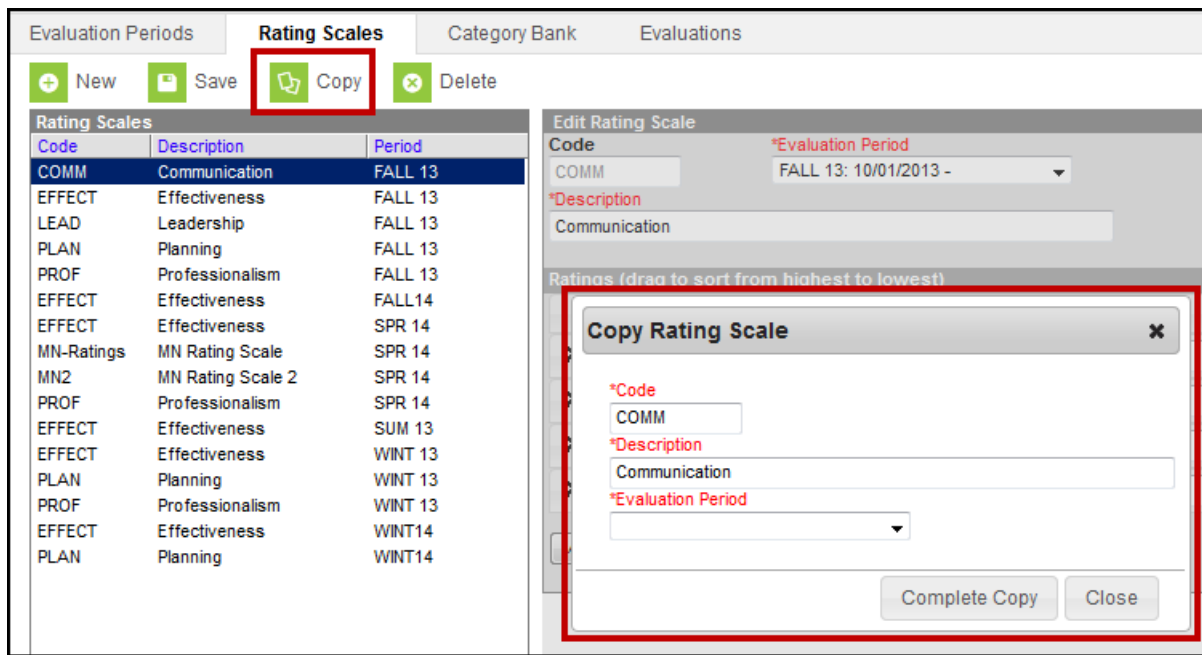# Copy Rating Scales

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

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.

Complete the following steps to copy the Rating Scale.

1. 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.