

Edit 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)*

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

You can edit a Rating Scale as long as evaluations that use the Rating Scale are not associated with staff members.

The Rating Scale **Code** cannot be changed.

Complete the following steps to edit a Rating Scale.

1. Select the Rating Scale you want to change.

Result

The Edit Rating Scale editor displays.

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

*Code	*Description
VP	Very Poor
P	Poor
G	Good
VG	Very Good

2. Make the necessary changes.
3. Click the **Save** button.