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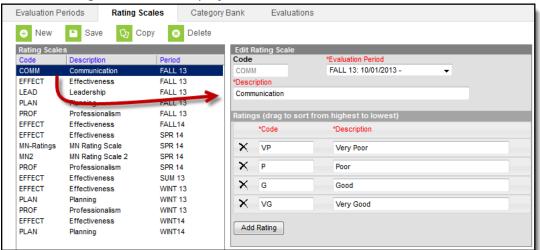
> The Rating Scale **Code** cannot be changed.

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.

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