

Configure 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)

Rating scales are used to measure the level of an employee's performance and display as a dropdown list on the evaluation. You may associate multiple Rating Scales with a single Evaluation Period.

You can only associate one Rating Scale with each Category. However, you can define unique code definitions when setting up Categories, Elements and Sub-Elements. See the Add Categories to the Category Bank article for more information.

Evaluation P	eriods Rating Sc	ales Category	Bank Evaluations		
• New	Save				
Rating Scale			New Rating Scale		
Code	Description	Period	*Code *Evaluation Period		
СОММ	Communication	FALL 13			
EFFECT	Iffectiveness	FALL 13	*Description		
LEAD	Leatership	FALL 13			
PLAN	Planning	FALL 13			
PROF	Professionance	FALL 13	Ratings (drag to sort from highest to lowest)		
EFFECT	Effectiveness	FALL14	*Code *Description		
EFFECT	Effectiveness	SPR 14			
MN-Ratings	MN Rating Scale	SPR 14	X		
MN2	MN Rating Scale 2	SPR 14			
PROF	Professionalism	SPR 14	X		
EFFECT	Effectiveness	SUM 13			
EFFECT	Effectiveness	WINT 13	×		
PLAN	Planning	WINT 13			
PROF	Professionalism	WINT 13	Add Rating		
EFFECT	Effectiveness	WINT14			
PLAN	Planning	WINT14			

Complete the following steps to create a new Rating Scale.

1. Click the **New** button.

Result

The New Rating Scale editor displays.

- 2. Enter a unique **Code** to identify the Rating Scale.
- 3. Select the **Evaluation Period** to which you want to associate the Rating Scale.
- 4. Enter a detailed **Description** of the Rating Scale.
- 5. Enter a unique Code and Description for each Rating.

The following image is an example. You may enter as many codes as your Rating Scale requires. Click the **Add Rating** button to add additional rows for more codes.

	*Code	*Description
×	VP	Very Poor
×	Ρ	Poor
×	G	Good
×	VG	Very Good

6. Click the **Save** button.

Result

Infinite Campus

The new Rating Scale displays in the Rating Scales group.