Delete Rating Scales

Last Modified on 03/19/2024 1:40 pm CDT

PATH: *Staff Evaluations > Staff Evaluations Setup > Rating Scales*

PATH: *Human Resources > Administration > Staff Evaluations Setup > Rating Scales (HR-enabled)*

You can delete a Rating Scale as long as you have not associated it with a Category.

Evaluation Periods Rating Scales Category Bank Evaluations				
🕀 New	Save 🗘 Copy	y 😣 Delete		
Rating Scales				
Code	Description	Period	Code	*Evaluation Period
COMM	Communication	FALL 13	PROF	WINT 13: 01/01/2014 -
EFFECT	Effectiveness	FALL 13	*Description	
LEAD	Leadership	FALL 13	Professionalis	sm
PLAN	Planning	FALL 13		
PROF	Professionalism	FALL 13	Ratings (drag	to sort from highest to lowest)
EFFECT	Effectiveness			
EFFECT	Effectiveness			
MN-Ratings	MN Rating Scale You are about to delete this Rating Scale, are you sure?			
MN2	MN Rating Scale 2	Tou are about to delete this realing Scale, are you sure?		
PROF	Professionalism			
EFFECT	Effectiveness			
EFFECT	Effectiveness			
PLAN	Planning	OK Cancel		
PROF	Professionalism			
EFFECT	Effectiveness	WINT 14		
PLAN	Planning	WINT14	Add Rating	

Complete the following steps to delete a Rating Scale.

Select the Rating Scale you want to delete and click the **Delete** button.
Result

A confirmation message displays.

2. Click **OK**.

Result

Campus removes the Rating Scale from the Rating Scales group.