

Configure Rating Scales

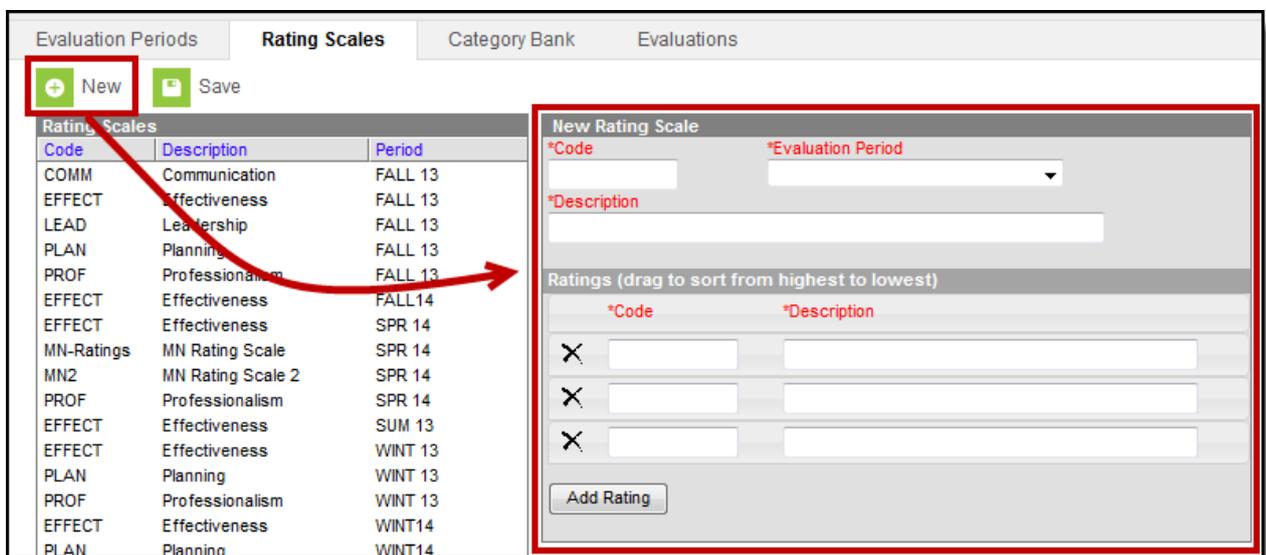
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PATH: *Staff Evaluations > Staff Evaluations Setup > Rating Scales*

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.



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.

Ratings (drag to sort from highest to lowest)

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

Add Rating

6. Click the **Save** button.

Result

The new Rating Scale displays in the Rating Scales group.
