

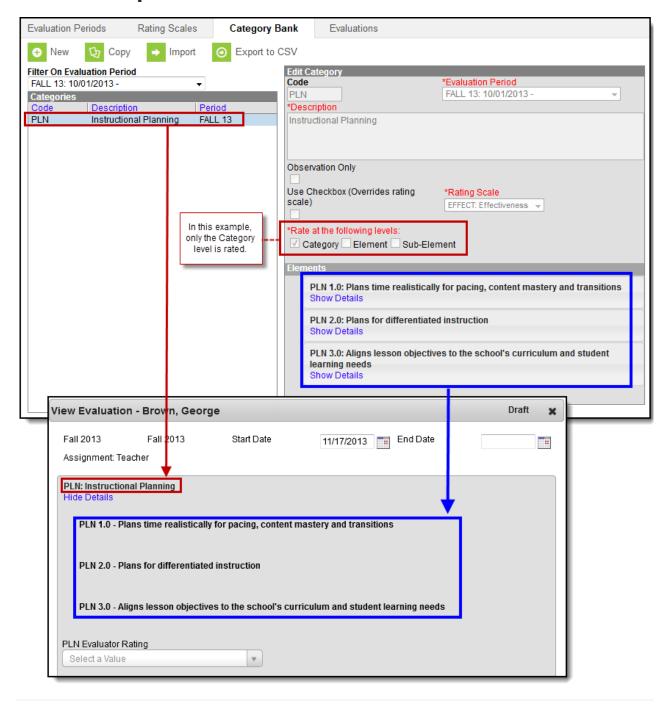
# How Categories Display on an Evaluation

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Tool Search: Category Bank

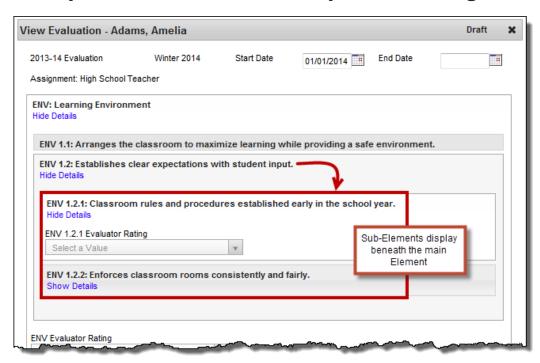
The following images are basic examples of what a Category looks like on a Staff Evaluation.

#### **Basic Example**



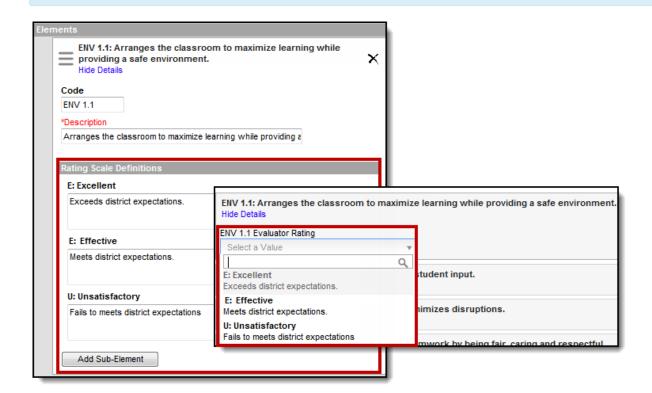


#### **Example Sub-Elements with optional Rating Scale**



### **Rating Scale Definitions**

Rating Scales can have unique definitions defined for Categories/Elements/Sub-Elements and display in dropdown lists on the evaluation.





## **Use Checkbox to Override Rating Scale**

You can choose to use a checkbox instead of a rating scale on Categories, Elements, and Sub-Elements. When the Use Checkbox option is marked, a checkbox named **Meets Requirement** displays instead of the Rating Scale. In the following example, the Category is using the Rating Scale, but the Element has the Use Checkbox option marked.

