Edit Evaluation Templates

Last Modified on 03/15/2024 3:14 pm CDT

PATH: *Staff Evaluations > Staff Evaluations Setup > Evaluations*

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

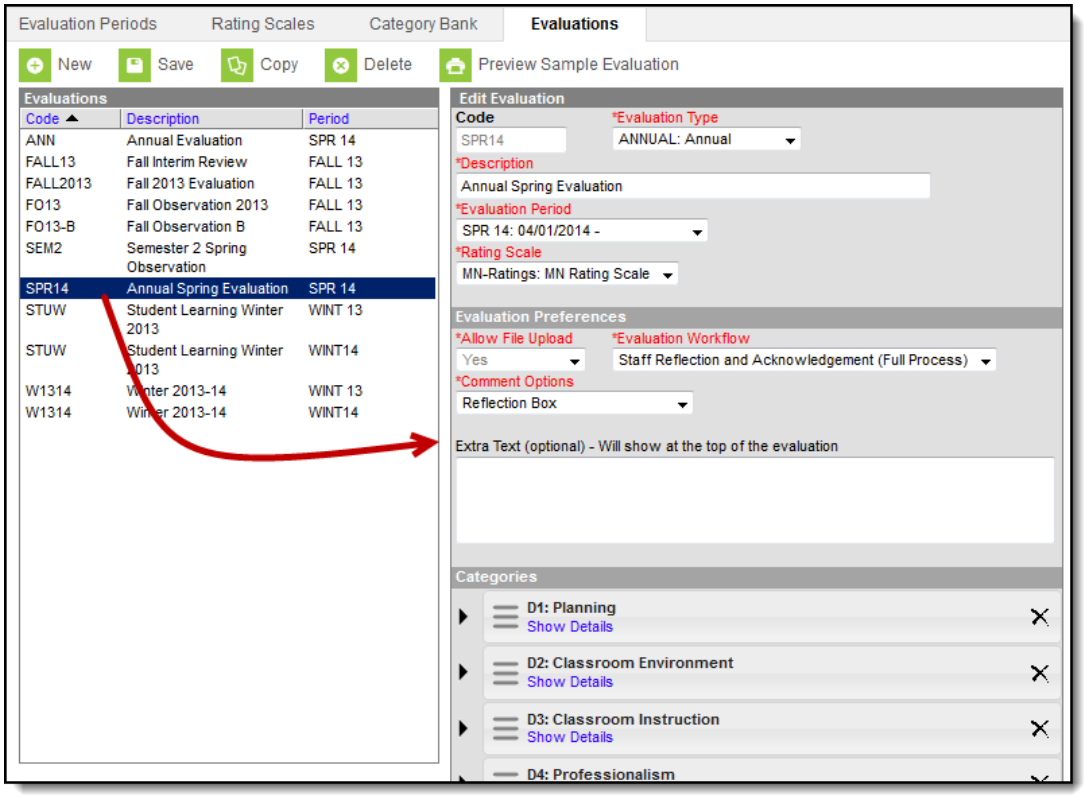
Evaluation Templates provide the format from which staff evaluations are created. Any changes you make to Categories on the template will affect the other Evaluation Templates associated with the Category.

The Evaluation **Code** cannot be changed.

You may change any of the details for an associated Category as long as the Category is not associated with an evaluation that is assigned to staff members.

Complete the following steps to edit an Evaluation Template.

1. Select the Evaluation Template you want to change.
   Result
   The **Edit Evaluation** editor displays.



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

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