Edit Evaluation Periods

Last Modified on 03/11/2024 8:44 am CDT

Tool Search: Evaluation Periods

Evaluation Periods specify the period of time during which the staff evaluation process may occur. You can edit an Evaluation Period as long as evaluations associated with the Evaluation Period are not assigned to staff members.
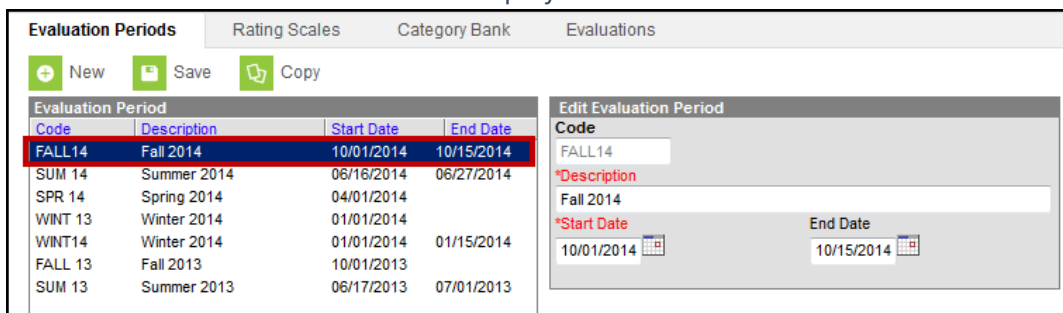
> The Evaluation Period **Code** cannot be changed.

Complete the following steps to edit an Evaluation Period.

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

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