

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.

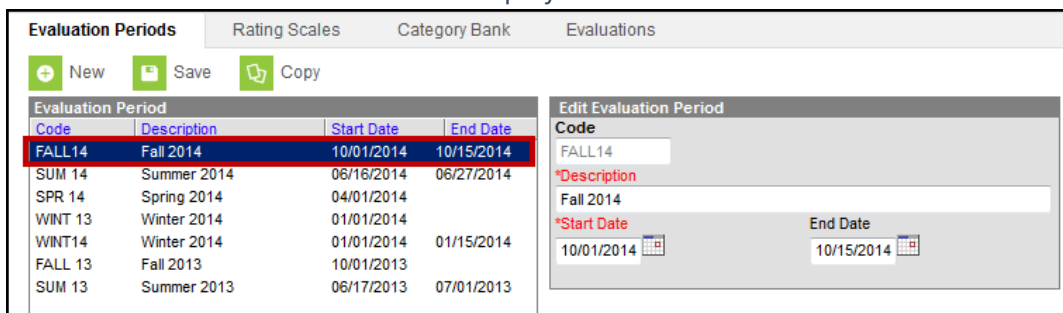
The Evaluation Period **Code** cannot be changed.

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.



| Evaluation Period | | | |
|-------------------|-------------|------------|------------|
| Code | Description | Start Date | End Date |
| FALL14 | Fall 2014 | 10/01/2014 | 10/15/2014 |
| SUM 14 | Summer 2014 | 06/16/2014 | 06/27/2014 |
| SPR 14 | Spring 2014 | 04/01/2014 | |
| WINT 13 | Winter 2014 | 01/01/2014 | |
| WINT14 | Winter 2014 | 01/01/2014 | 01/15/2014 |
| FALL 13 | Fall 2013 | 10/01/2013 | |
| SUM 13 | Summer 2013 | 06/17/2013 | 07/01/2013 |

| Edit Evaluation Period | |
|------------------------|------------|
| Code | FALL14 |
| *Description | Fall 2014 |
| *Start Date | 10/01/2014 |
| End Date | 10/15/2014 |

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