

Delete Evaluation Periods

Last Modified on 10/21/2024 8:21 am CDT

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Staff Evaluations will no longer be available after June 30th, 2025. For more information, visit the Human Resources and Staff Evaluation Deprecation FAQ.

Tool Search: Evaluation Periods

You can delete an Evaluation Period as long as you have NOT associated it with a Rating Scale.

Evaluation Periods Rating Scales Category Bank Evaluations					
New	🕒 Save 🛛 🗘 Co	py 🗴 Del	ete		
Evaluation Period				Edit Evaluation Period	
Code	Description	Start Date	End Date	Code	
FALL14	Fall 2014	10/01/2014	10/15/2014	SUM 14	
SUM 14	Summer 2014	06/16/2014	06/27/2014	*Description	
SPR 14	Spring 2014	04/01/2014		Summer 2014	
WINT 13	Winter 2014	01/01/2014		*Start Date	End
WINT14	Winter 2014	01/01/2014	01/15/2014	06/16/2014	06/
FALL 13	Fall 2013			1100102011020	
SUM 13	Summer 2013				
		You are about to delete this Evaluation Period, are you sure?			
				OK Cancel	

Complete the following steps to delete an Evaluation Period.

 Select the Evaluation Period you want to delete and click the **Delete** button. Result

A confirmation message displays.

2. Click **OK**.

Result

Campus removes the Evaluation Period from the Evaluation Period group.