

# Administrative Options (Staff Evaluations)

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

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

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

- Define Upload Types
  - Evaluation Periods
    - Configure Evaluation Periods
    - Edit Evaluation Periods
    - Copy Evaluation Periods
    - Delete Evaluation Periods
  - Rating Scales
    - Configure Rating Scales
    - Edit Rating Scales
    - Copy Rating Scales
    - Delete Rating Scales
  - Category Bank
    - How Categories Display on an Evaluation
    - Add Categories to the Category Bank
    - Edit Categories
    - Copy Categories
    - Delete Categories
    - Export/Import Categories from a CSV File
  - Evaluation Templates
    - Create Evaluation Templates
    - Preview a Sample Evaluation
    - Edit Evaluation Templates
    - Copy Evaluation Templates
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