

Rating Scales

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Rating scales are used to measure the level of an employee's performance and displays as a dropdown list on the evaluation.

You can only associate one Rating Scale with each [Category](#). However, you can define unique code definitions when setting up [Categories](#), [Elements](#) and [Sub-Elements](#). See the [Add Categories to the Category Bank](#) article for more information.

You may associate multiple Rating Scales with a single [Evaluation Period](#).

The screenshot displays the 'Rating Scales' management interface. On the left, a table lists existing rating scales. On the right, the 'Edit Rating Scale' form is shown for the 'COMM' (Communication) scale, associated with the 'FALL 13' evaluation period. The form includes a 'Description' field and a 'Ratings' section where four rating levels are defined: Very Poor (VP), Poor (P), Good (G), and Very Good (VG). Each rating level has a delete icon (X) next to it. An 'Add Rating' button is located at the bottom of the ratings section.

Code	Description	Period
COMM	Communication	FALL 13
EFFECT	Effectiveness	FALL 13
LEAD	Leadership	FALL 13
PLAN	Planning	FALL 13
PROF	Professionalism	FALL 13
EFFECT	Effectiveness	FALL14
EFFECT	Effectiveness	SPR 14
MN-Ratings	MN Rating Scale	SPR 14
MN2	MN Rating Scale 2	SPR 14
PROF	Professionalism	SPR 14
EFFECT	Effectiveness	SUM 13
EFFECT	Effectiveness	WINT 13
PLAN	Planning	WINT 13
PROF	Professionalism	WINT 13
EFFECT	Effectiveness	WINT14
PLAN	Planning	WINT14
PROF	Professionalism	WINT14