

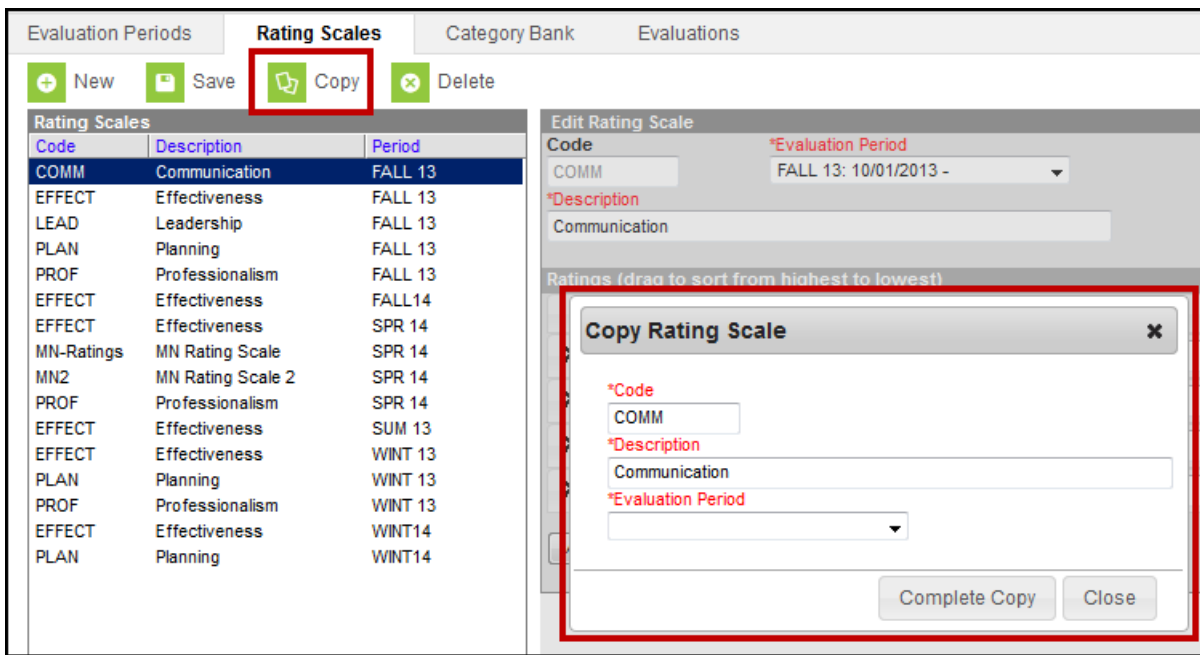
# Copy Rating Scales

Last Modified on 03/19/2024 1:34 pm CDT

**PATH:** *Staff Evaluations > Staff Evaluations Setup > Rating Scales*

**PATH:** *Human Resources > Administration > Staff Evaluations Setup > Rating Scales (HR-enabled)*

Copying a Rating Scale allows you to quickly set up a new Rating Scale with the same Codes from a previously configured Rating Scale. After you copy the Rating Scale, you can [edit the new Rating Scale](#) as necessary.



Complete the following steps to copy the Rating Scale.

1. Select the Rating Scale you want to copy and click the **Copy** button.

**Result**

The Copy Rating Scale window displays.

2. Change the **Code** and **Description** as necessary. *(optional)*
3. Select the **Evaluation Period** into which you want to copy the Rating Scale.
4. Click the **Complete Copy** button.

**Result**

The new Rating Scale displays in the Rating Scales group. Now you can [edit the new Rating Scale](#) as necessary.