Copy Rating Scales

Last Modified on 10/21/2024 8:20 am CDT

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: Rating Scales

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.
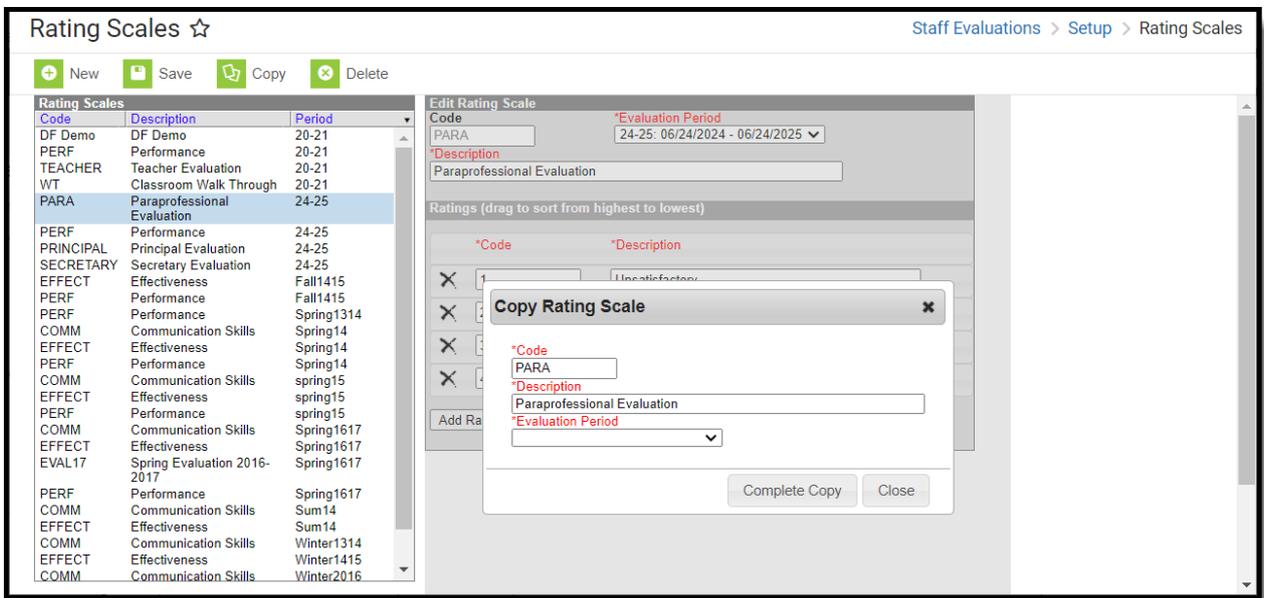
Complete the following steps to copy the Rating Scale:

1. Select the Rating Scale you want to copy and click the **Copy** button. 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. The new Rating Scale displays in the Rating Scales group. Now you can edit the new Rating Scale as necessary.