

Configure Evaluation Periods

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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

Evaluation Periods specify the period of time during which the staff evaluation process may occur.

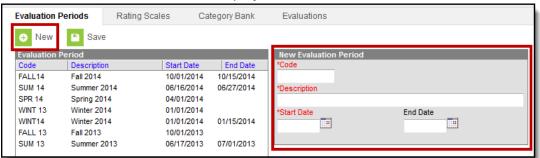
You can also define a new Evaluation Period by copying an existing Evaluation Period.

Complete the following steps to define a new Evaluation Period.

1. Click the **New** button.

Result

The New Evaluation Period editor displays.



- 2. Enter a unique **Code** to identify the Evaluation Period.
- 3. Enter a detailed **Description** of the Evaluation Period.
- 4. Enter the first date of the Evaluation Period in the Start Date field.
- 5. Enter the last date of the Evaluation Period in the **End Date** field. *(optional)*
- 6. Click the Save button.

Result

The new Evaluation Period displays in the Evaluation Period group.