

# Configure Evaluation Periods

Last Modified on 03/11/2024 8:45 am CDT

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.

The screenshot shows the 'Evaluation Periods' configuration page. At the top, there are tabs for 'Evaluation Periods', 'Rating Scales', 'Category Bank', and 'Evaluations'. Below the tabs, there are two buttons: a green '+ New' button and a green 'Save' button. The 'New' button is highlighted with a red box. Below the buttons is a table of existing evaluation periods. To the right of the table, a 'New Evaluation Period' dialog box is open, also highlighted with a red box. The dialog box contains the following fields: '\*Code' (text input), '\*Description' (text input), '\*Start Date' (calendar icon), and 'End Date' (calendar icon).

Code	Description	Start Date	End Date
FALL14	Fall 2014	10/01/2014	10/15/2014
SUM 14	Summer 2014	06/16/2014	06/27/2014
SPR 14	Spring 2014	04/01/2014	
WINT 13	Winter 2014	01/01/2014	
WINT14	Winter 2014	01/01/2014	01/15/2014
FALL 13	Fall 2013	10/01/2013	
SUM 13	Summer 2013	06/17/2013	07/01/2013

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.