

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.

Evaluation Periods			
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.