

Configure 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

Rating Scales measure an employee's performance level and are displayed as a dropdown list on the evaluation. You may associate multiple Rating Scales with a single Evaluation Period.

You can only associate one Rating Scale with each Category. However, you can define unique code definitions when setting up Categories, Elements and Sub-Elements. See the Add Categories to the Category Bank article for more information.

Rating S	cales ☆				Staff Evaluations > Setup > Rating Scales
+ New	Save				
Rating Scales Code DF Demo PERF TEACHER WT PARA	Description DF Demo Performance Teacher Evaluation Classroom Walk Through Paraprofessional Evaluation	Period 20-21 20-21 20-21 20-21 20-21 24-25	•	New Rating Scale *Code *Evaluation Period *Description Ratings (drag to sort from highest to lowest)	Î.
PERF PRINCIPAL SECRETARY EFFECT PERF COMM EFFECT PERF COMM EFFECT EVAL17 PERF COMM EFFECT COMM EFFECT	Performance Principal Evaluation Secretary Evaluation Effectiveness Performance Communication Skills Effectiveness Performance Communication Skills Effectiveness Performance Communication Skills Effectiveness Spring Evaluation 2016- 2017 Performance Communication Skills Effectiveness Communication Skills Effectiveness	24-25 24-25 Fall1415 Fall1415 Spring1314 Spring14 Spring14 Spring15 spring15 spring1617 Spring1617 Spring1617 Spring1617 Sum14 Sum14 Winter1314		*Code *Description X	

Complete the following steps to create a new Rating Scale.

- 1. Click the **New** button. The New Rating Scale editor displays.
- 2. Enter a unique **Code** to identify the Rating Scale.
- 3. Select the **Evaluation Period** to which you want to associate the Rating Scale.
- 4. Enter a detailed **Description** of the Rating Scale.
- Enter a unique Code and Description for each Rating.
 The following image is an example. You may enter as many codes as your Rating Scale requires. Click the Add Rating button to add additional rows for more codes.

tings (drag to sort	from highest to lowest)	
*Code	*Description	
< 1	Unsatisfactory	
< 2	Basic	
۲	Proficient	
۲ 4	Distinguished	

6. Click the **Save** button. The new Rating Scale displays in the Rating Scales group.