

Configure Rating Scales

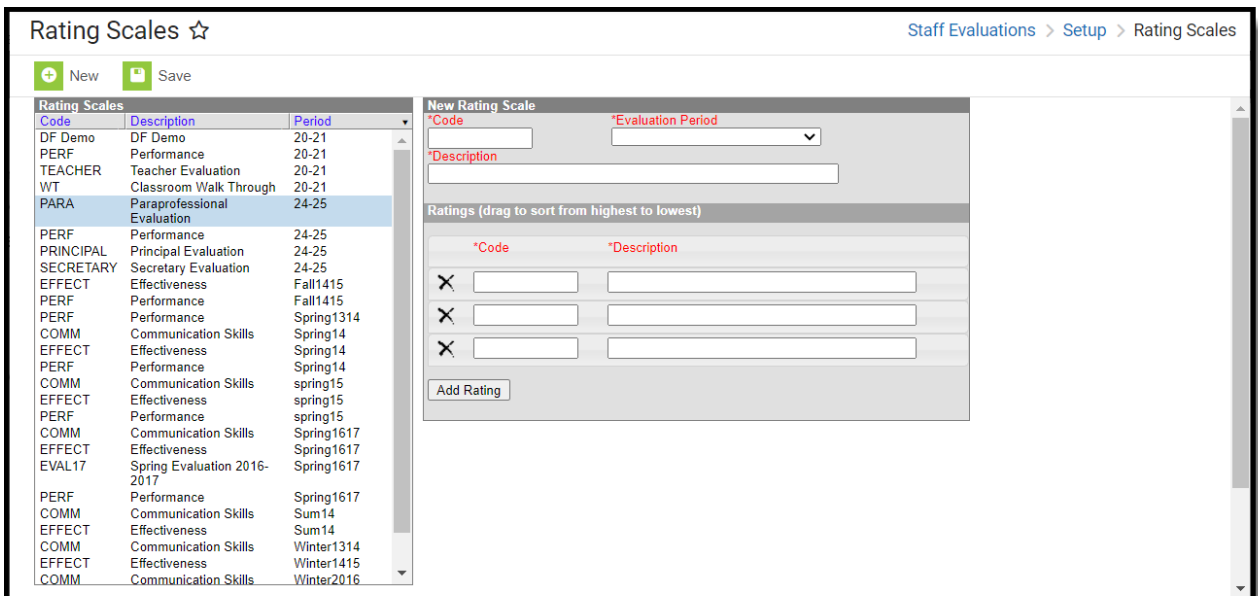
Last Modified on 10/21/2024 8:20 am CDT

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.



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.
5. 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.

Ratings (drag to sort from highest to lowest)

	*Code	*Description
✕	1	Unsatisfactory
✕	2	Basic
✕	3	Proficient
✕	4	Distinguished

Add Rating

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