

How Categories Display on an Evaluation

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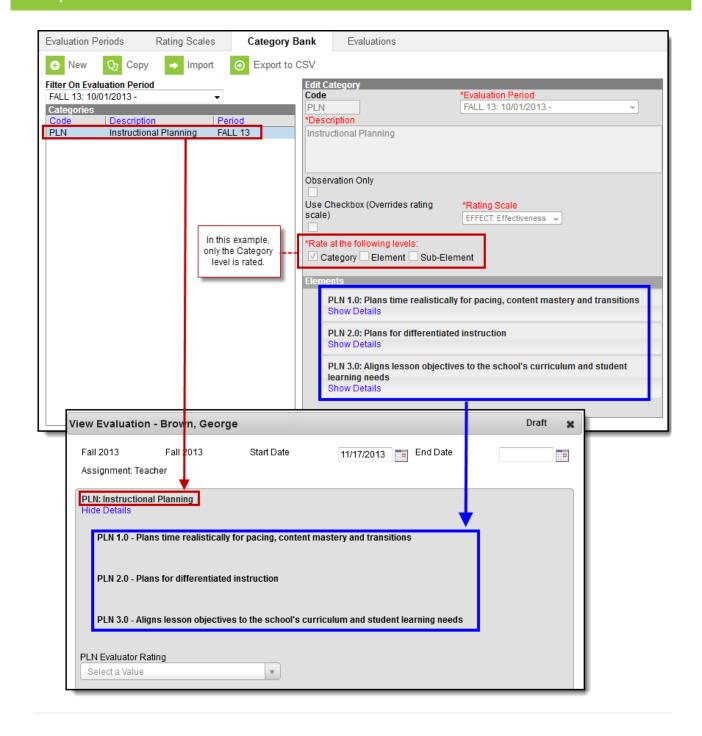
Staff Evaluations will no longer be available after June 30th, 2025. For more information, visit the Human Resources and Staff Evaluation Deprecation FAQ.

Tool Search: Category Bank

The following images are basic examples of what a Category looks like on a Staff Evaluation.

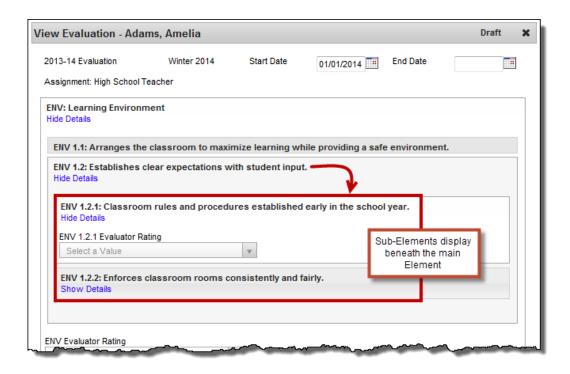
Basic Example





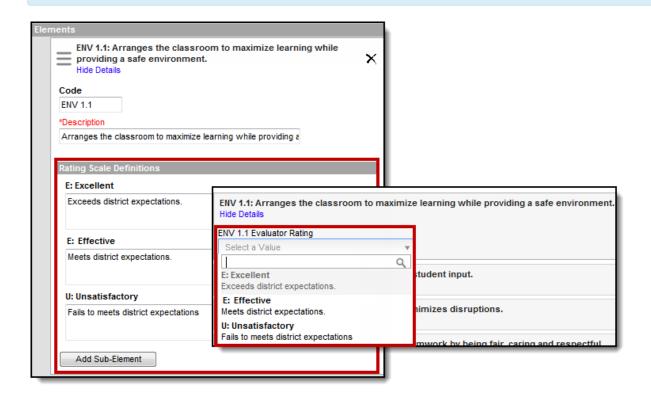
Example Sub-Elements with optional Rating Scale





Rating Scale Definitions

Rating Scales can have unique definitions defined for Categories/Elements/Sub-Elements and display in dropdown lists on the evaluation.





Use Checkbox to Override Rating Scale

You can choose to use a checkbox instead of a rating scale on Categories, Elements, and Sub-Elements. When the Use Checkbox option is marked, a checkbox named **Meets Requirement** displays instead of the Rating Scale. In the following example, the Category is using the Rating Scale, but the Element has the Use Checkbox option marked.

