

## Introduction

Ratings are one of the foundations of performance reviews in isolved. This article explains how to use the **Performance Review Ratings** screen. Multiple rating systems can be set up to fit different needs. Ratings are shared with all companies in group.

## Performance Review Ratings

To add a new **Rating System**, complete the following:

1. Navigate to **Client Management > HR Management > Performance > Performance Review Ratings**.
2. Click on **Add New**.
3. Select **Add Rating** under the **Ratings** section.
4. Enter the **Rating Title** (required).
5. Enter a **Rating Code**.
6. Enter a **Rating Value**.
7. Enter a **Rating Description**.
8. Enter the **Display Order** (required).
9. Select **Done**.

**Rating System**

\* Title

**Ratings**

* Rating Title	Rating Code	Rating Value	Rating Description	* Display Order	Actions
Unacceptable	U	1		1	...
Needs Improvement	NI	2		2	...
Meets Expectations	ME	3		3	...
Exceeds Expectations	EE	4		4	...
Outstanding	O	5		5	...

[+ Add Rating](#)

## Ratings Tips

- If you have a title for “Not Applicable,” leave the **Rating Value** section blank. This keeps the rating from being considered in the overall score.
- Keep in mind that the reviews can use multiple ratings systems if necessary. You may wish to set up any that you need on this screen for use in the next steps of building the reviews.