



Create Review Section - Sign Off

For some organizations, it is important to document the signature at the end of the performance review. Using the Sign Off section, you can include signature lines in a printed copy of the review or allow reviewers to type their name into the review itself and "electronically sign" and date the review in the system.

To create a performance review section, go to [Admin > Tools > Performance Management > Form Sections](#). Then, click the **Create Review Section** link.

Permissions

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Performance Review Form Sections - Manage	Grants ability to create and manage performance review questions and sections which are used in performance review tasks. This permission can be constrained by OU and User's OU. This is an administrator permission.	Performance - Administration

Create and customize a performance review section to appear in any performance review. Determine whether this section will contain goals, competencies, or Rating Scale and/or text response questions from the Section Type drop down. Custom Fields may be added to any section, except Sign-Off sections. Rating Scale and/or Text Response questions may be added to sections containing goals and competencies. Suggested comments may be added to each Rating Scale question. Weights can be applied to each free form question. When entering the directions for this section, you may insert tags that are replaced with information about the employee reviewed or with links to that employee's performance data. To enable Automated Goal Ratings, open the Edit Rating Scale menu.

Review Section

Name:

Type: Please select the section type before proceeding.

Details

[View Employee Custom Tags](#)

Directions:

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Please review all input and sign off on the employee's performance review.

 Design

 HTML

Category: