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Administrator Topic

Create Review Section - Critical Skills

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Use the Critical Skills type to track , assess, and develop critical skills.

This ensures that skills assessments are aligned between learning and performance.

Once enabled, the Critical Skills section can be assigned to Self, Manager, a Custom Relationship, or Peer.

- Reviewees can provide context for skills development over the review period, update their declared skills and proficiencies, identify areas of interest for further growth, and explore related learning.
- Reviewers can view a reviewee's skills profile, rate their proficiency, provide context or comments around skill development, and explore related learning.

Note: Task Central must be activated to view the Skills Assessment type. *See Activating Review Task Central.*

To create a skill assessment review section, go to **Admin > Tools > Performance Management > Form Sections**. Select **Skill Assessment Section**. Select the add icon next to Skills Components, select Critical Skills, then select **Save**

🔒 Permissions

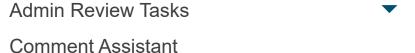| PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Performance Review Form Sections - Manage	Grants ability to create and manage performance review questions and sections which are used in performance review tasks. This permission can be constrained by OU and User's OU. This is an administrator permission.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

To create a Critical Skills section:

1. In the **Name** field, enter a name that helps identify the section. The character limit for this field is 50. If multiple languages are available for the portal, the section name can be localized by clicking the Translate icon to the right of the field.
2. In the **Type** field, select **Critical Skills**.

The Critical Skills section is visible on the Universal Profile page in the Skills Profile.

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