



Performance Review Sections Administration

A performance review is built in sections. Before creating a performance review, you must create performance review sections.

There are five types of sections that can be created for a performance review. Each section makes up a different part of the review for the user completing the review. The sections can:

- Incorporate information from other parts of the performance management functionality if you are using the applicable functionality (goals and competencies)
- Ask questions about a user's performance
- Electronically sign the performance review within the system

The Performance Review Sections page displays a list of previously created sections, the section version, type, and category. If there are many sections already created, you can search for a specific section in the search area. From this page, you can also:


- Create review sections
- Define section categories
- Define a default rating scale
- Activate/deactivate sections
- View, edit, copy, and delete sections

To view and manage performance review sections, go to [Admin > Tools > Performance Management > Form Sections](#).

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

Performance Review Form Sections














 [Create Review Section](#) > [Define Section Categories](#) > [Define Default Rating Scale](#)

Name:

All Sections ▼

 Search

☐ Display Inactive

	Name ↕	Version	Type ↕	Category ↕	Active ↕	Option
+	360° Performance Review Goal Planning Section	2.0	Goal Planning Section		<input checked="" type="checkbox"/>	  
+	360° Performance Review Goal Ratings Section	3.0	Goal Rating Section		<input checked="" type="checkbox"/>	   
+	360° Performance Review Questions Section	2.0	Question List		<input checked="" type="checkbox"/>	  
+	360° Performance Review Sign Off Section	2.0	Sign Off Section		<input checked="" type="checkbox"/>	  

Create Review Section

To create a performance review section, click the **Create Review Section** link. *See [Create Review Form Section \(Early Adopter\)](#).*

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Form Sections Administration

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