



Performance > Reviews > Form Sections > Section Category - Define

Define Section Category

Because performance reviews can be used for different purposes, it is helpful to create categories to differentiate what sections are to be used for what purpose. Every section should be associated to a category. Some common examples include categories to reflect the different times of year a specific section is used or sections for specific parts of the organization.

To manage section categories, go to **Admin > Tools > Performance Management > Form Sections**. Then, click the **Define Section Categories** link.

1. Click the **Add Category** link. An entry appears at the bottom of the list.
2. In the **Name** field, enter a name for the category. If multiple languages are enabled for your portal, select the Translate icon to translate the field into other available languages.
3. Click the Save icon next to the entry.

Define Review Categories

[+ Add Category](#)

Name	Options
Default Category	 
<input type="text"/>	  

[Done](#)