Administrator Topic

Review Section - Create - Evidence Collection

Evidence Collection review sections are used in conjunction with Competency Assessment review sections, and at least one Competency Assessment section must be created prior to creating an Evidence Collection review section.

Evidence Collection review sections enable reviewers to input or upload materials that provide evidence to support competencies. These sections also display all existing evidence that has been collected to support the required competencies. Reviewers can filter the section by competency to view only the evidence that supports specific competencies.

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

In the **Name** field, enter a name that helps identify the section. The character limit for this field is 50. If multiple languages are enabled for your portal, select the Translate icon to translate the field into other available languages.

Select Evidence Collection from the **Type** drop-down list. This option is only available when using the redesigned Performance Reviews functionality.

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.
Evidence Collection ▼

Details

View Employee Custom Tags

Directions: B *I* U ☰ ☰

Design </> HTML

Category: --Select-- ▼