



## Review Task - Create/Edit Confirm

Use the Confirm tab to view all of the selections, including a visual workflow of the performance review process itself.

To access performance review tasks, go to [Admin > Tools > Performance Management > Tasks](#).

- If you are creating a new review task and you completed the previous page, you can enter information on this page.
- To edit a review task, in the **Options** column, click the Edit icon for the appropriate review task.

### Permissions

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Performance Review Task - Manage	Grants ability to assign performance review tasks and manage activity within those tasks. This permission works in conjunction with the Admin Visibility settings for the performance review task. Administrators who have this permission and are within the Admin Visibility settings can view the task, edit the task, add users, and view the task details. However, the admin cannot edit the Admin Visibility settings for the task. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. The constraints on this permission control which users can be added to the task.	Performance - Administration
Performance Review Task Administration	Grants ability to create/assign performance review tasks and manage activity within those tasks. This permission also gives the ability to enable and view co-planners for a task from the administration pages. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User.	Performance - Administration

### Define Performance Review Task


General

Review Workflow

Review Summary

Visibility

Confirm

 Confirm

Task ID: 1225

Task Title: 2016 Year End Performance Review

Description: This is a review for 2016. Please rate the employee on their performance for the year.

Assignment Period: 4/4/2018 - 12/21/2018

Expiration Date: 900 Day(s)

Assignment: at start of task period

Availability: Techwriter

Review Period Start Date: 1/1/2017

Review Period Duration: 1/1/2017 - 12/31/2017

Review Process

Self Review  
Due: 10 days after start  
Assigned To: Self

Manager Review  
Due: 800 days after start  
Assigned To: Manager

Preview

Save