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Administrator Tani

Performance > Reviews > Form Sections > Section Category - Define

## **Define Section Category**

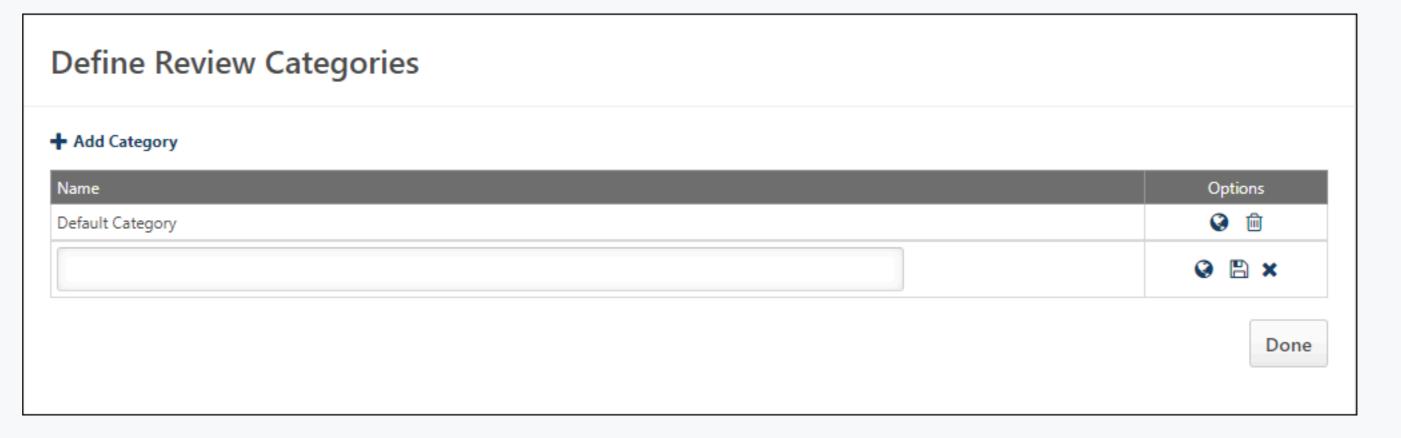
Because performance reviews can be used for different purposes, it is helpful to create categories to differentiate what sections are to be used for what purpose. Every section should be associated to a category. Some common examples include categories to reflect the different times of year a specific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

Search

- 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.



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