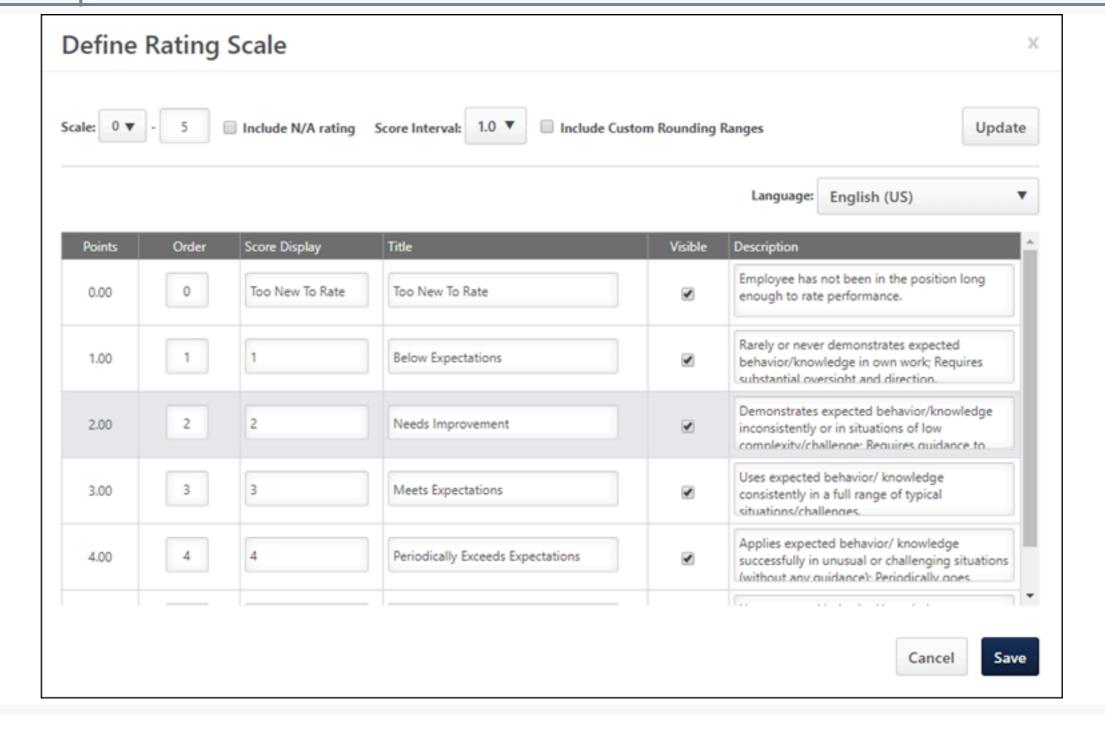Search   Filter 🔍

Administrator Topic

Define **Performance** Review Section Rating Scale

🖨 ⛶ ✏ | ⬅ ➡

A performance review rating scale is required for each section you create. You can also use this scale for the overall performance review task. The rating scale for a performance review section is defined when creating the performance review section.

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

Define Rating Scale   ✕

Scale: [0 ▼] - [5] ☐ Include N/A rating   Score Interval: [1.0 ▼] ☐ Include Custom Rounding Ranges   [Update]

Language: [English (US) ▼]

Points	Order	Score Display	Title	Visible	Description
0.00	[0]	Too New To Rate	Too New To Rate	☑	Employee has not been in the position long enough to rate performance.
1.00	[1]	1	Below Expectations	☑	Rarely or never demonstrates expected behavior/knowledge in own work; Requires substantial oversight and direction.
2.00	[2]	2	Needs Improvement	☑	Demonstrates expected behavior/knowledge inconsistently or in situations of low complexity/challenge; Requires guidance to
3.00	[3]	3	Meets Expectations	☑	Uses expected behavior/ knowledge consistently in a full range of typical situations/challenges.
4.00	[4]	4	Periodically Exceeds Expectations	☑	Applies expected behavior/ knowledge successfully in unusual or challenging situations (without any guidance); Periodically goes

[Cancel] [Save]

To define the Rating Scale:

In the **Type** field, click Question List, Goal Rating Section, or Competency Section. Then, click the Edit icon in the Rating Scale section.