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Administrator Topic

Review Task - Create/Edit Visibility

Use the Visibility tab to determine what reviewees can or cannot see, and if visible, when the reviewee can view the information. In some situations, your organization may not want to display all of the information gathered in a review, or may choose to delay displaying the final results of a performance review to the reviewee.

Visibility of review information is divided into two sets of options: the reviewers providing feedback and the overall rating 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

✎ Visibility

Specify which sections of the review are visible to the Reviewee and when each section should become visible for each Reviewee. By default, all sections are visible and will be visible to the Reviewee upon section completion. To edit a section, click on the Edit icon next to the section. If the Reviewee is the only assignee in the task, then no visibility options can be defined.

Overall Task Visibility

✓ Overall task visible to employee from their main performance reviews page.

Manager

Section Title	Version	Visible to Reviewee	Display Options	Date Visible To Reviewee	Options	
Project Data	1.0	☑	☑ Rating ☑ Comments	Upon Completion	✎	✎
Ad Hoc	1.0	☑	☑ Rating ☑ Comments	Upon Completion		✎

Overall Rating