Printable Guides

What's New

Content Studio

Cornerstone HR

Cornerstone Content

Edge/Infrastructure/Tools

General Features (Core)

Analytics

Learning

Performance

Check-Ins

Engage

Reviews

Goals

Compensation

Competencies

Development Plans

Employee Relationships

Admin Review Tasks

End User Review Tasks

Section - Create

Form Sections Administration

Create - Competency Assessment

Comment Assistant

Custom Fields

Form Sections

Email Triggers for Performance

Permissions for Performance

Mobile

Search

Performance > Reviews > Form Sections > Section - Create



Create Review Form Section (Early Adopter)

Use the Review Section page to determine if a section contains goals, competencies, or Rating Scale, and response questions. 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 a section, you may insert tags that are replaced with information about the employee reviewed or with links to that employee's performance data.

Filter

To view the Review Section, go to Admin > Tools > Performance Management > Form Sections. Then, click the Create Review Section link. The Review Section window opens.

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	Performance - Administration
	permission can be constrained by OU and User's OU. This is an administrator permission.	

Performance Management Performance Review Form Sections				
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:	Please select the section type before proceeding. Select ▼			
Details				
Rating Scale				
Custom Fields				
Question Settings				
Questions				
	Cancel			

Create - Competency

The options that are visible on this page are determined by the section that is selected from the **Type** drop-down list. Some sections are only available if you are also using the associated functionality in the system.