Analytics

Learning

Performance

Check-Ins

Engage

Reviews

Goals

Compensation

Competencies

Development Plans

Email Triggers for Performance

Permissions for Performance

Admin Review Tasks

End User Review Tasks

Performance Reviews Summary

Performance Review Task -

Performance Review Task - Complete

Performance Review Task - Options

Comment Assistant

Custom Fields

Components

Add Co-Planner

Decline Review

Attachments

Employee Relationships

Mobile

Content Studio

Cornerstone HR

Cornerstone Content

Edge/Infrastructure/Tools

General Features (Core)

Search

Filter

2

User Tonic

Performance > Reviews > End User Review Tasks > Performance Review Task - Options > Decline Review

Performance Review - Decline Review

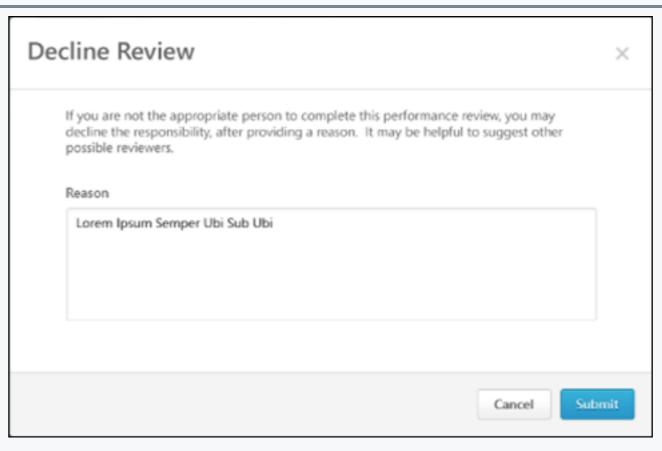
For off-cycle reviews, a dynamically selected reviewer (manager, indirect manager, custom relationship, or specific user) can decline to complete a review if they feel they are not the most appropriate person to complete the review. *Note:* This option is only available for off-cycle reviews.

- Only dynamically selected reviewers who are selected by a reviewer selector can decline a review.
- Peers and subordinates cannot decline a review.
- Reviewers who are reviewer selectors cannot decline a review.

The ability to decline a review is only available before the reviewer submits their first step. Once they submit their first step, the Decline Review option is removed.

To decline a performance review, open the appropriate performance review.

EMAIL NAME	EMAIL DESCRIPTION	ACTION TYPE
Performance Review Reviewer Declined	This email is triggered when a reviewer declines a review.	Performance Management
	The available recipients are Reviewee, Reviewer (the declining reviewer), and Review Selector (the user that selects the reviewers.	



Decline a Review

Note: The **Decline Review** button is only available for an off-cycle performance review task if the administrator has enabled the feature when creating the review task.

To decline a review:

- 1. In the **Reason** field, enter the reason why you are declining the review. This field is required, and the character limit is 500.
- 2. Click Submit. The declined reviewer's reason for declining is added to the review task discussion as a public comment.