



Create Review Section - Competency Assessment

Competency Assessment review sections allow administrators to include a competency assessment in a performance review task and can be used in standard and off-cycle performance review tasks. When a competency assessment is included in a performance review, the competency assessment cannot be completed offline.

Note: When utilizing competency ratings in Career Profile or Talent Search, competency ratings from competency assessment tasks and Competency Assessment performance review sections are available because they both use the rating scale from the competency model. However, competency ratings from Competency Rating performance review sections are not available because they use the performance review section rating scale.

In order to include a performance review-based competency assessment task in a performance review, you must create a competency assessment review section. This review section can then be added to a performance review task.

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

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: Harlan Wicker

Type: Please select the section type before proceeding.

Competency Assessment

Details

View Employee Custom Tags

Directions:

B / U | : : |

Design HTML

Default Category