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Administrator Topic

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.

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

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:

Type: Please select the section type before proceeding.

Select ▼

Details

Rating Scale

Custom Fields

Question Settings

Questions

Cancel

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.