



Performance Review Summary

The **Performance** Review Summary page enables users to view the **performance** reviews that are assigned to them as well as the **performance** reviews in which they are the reviewee. The **Performance** Review section is divided into two tabbed sections: My Assigned Reviews and My Personal Reviews.

To access the **Performance** Review Summary page, go to **Performance** > **Performance Reviews**.

Permissions

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Launch Off-Cycle Performance Review Task	Enables a user to launch an off-cycle performance review task. Having this permission does not guarantee that the user can launch an off-cycle review, only that they will have access to the Launch Performance Review page. A task must still be configured properly for the user to successfully launch an off-cycle review task. This permission works only if user has been designated to launch at least one currently active off-cycle performance review task. This permission can be constrained by OU, User's Subordinates, and Employee Relationship. This is an end user permission and does not apply to an administrator role.	
View Performance Reviews	Grants ability to view the Performance Reviews page, which displays a user's own past performance reviews as well as performance review task steps they've been assigned to complete. This also grants ability to view the Batch Rating page. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. This is an end user permission.	Performance

Launch Review

The **Launch Review** button is available on the **Performance** Review Summary page only if the user has the permission to launch off-cycle **performance** review tasks. To launch a review, select the **Launch Review** button. This opens the Launch **Performance** Review page.

Note: *The Launch Review button is only available if you have permission to launch off-cycle **performance** review tasks. Having this permission does not guarantee that you can launch an off-cycle review, only that you will have access to the Launch **Performance** Review page. A task must still be configured properly for you to successfully launch an off-cycle review task.*

See *Launch Off-cycle **Performance** Review*.

My Assigned Reviews

The My Assigned Reviews tab displays all of the reviews that are assigned to the user, including reviews in which the user completes a self review and in which the user serves as a co-planner.

To search for a review, enter the review title in the **Title** field and click **Search**. You can also use the following filters to search for specific types of reviews:

- Not Started
- In Progress
- Completed
- Incomplete
- Expired

The Review table displays the following information for each review:

- Title - The review title. For off-cycle reviews, the task name is also displayed in parenthesis after the review title. Click the review title to launch the review.
- Description - The review description.
- Status - The status of the task, but not every step within the task. For example, if there is more than one step in the task and one of the steps is completed then the status remains Inprogress until all steps are completed.

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