Search   Filter

Administrator Topic

Create Review Section - Goal Review

If you are using the Goals Management functionality, a Goal Review section can be included in order to rate the employee's performance against approved goals that fall within the performance review period.

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: 360 Performance Review Goal Ratings

Type: Please select the section type before proceeding.
Goal Rating Section

Details

View Employee Custom Tags ⧉

Directions:

B *I* U ⧉ ⧉

Consider EMPLOYEE NAME's performance during the specified time period in the following goal areas. Please rate either the goal or the goal-related question, whichever is more relevant to the employee's performance.

🖊 Design ⟨⟩ HTML

Category: --Select--

Rating Scale ✎

Automated Goal Rating: OFF

Score	Title	Description
Too New To Rate	Too New To Rate	Employee has not been in the position long enough to rate performance.

Left sidebar navigation:
- Cornerstone HR
- Edge/Infrastructure/Tools
- General Features (Core)
- Learning
- Mobile
- Performance
  - Check-Ins
  - Compensation
  - Competencies
  - Development Plans
  - Email Triggers for Performance
  - Employee Relationships
  - Engage
  - Goals
  - Permissions for Performance
  - Reviews
    - Admin Review Tasks
    - Comment Assistant
    - Custom Fields
    - End User Review Tasks
    - Form Sections
      - Form Sections Administration
      - Section - Create
      - Create - Competency Assessment
      - Create - Competency
      - Create - Critical Skills
      - Create - Development Plan
      - Create - Evidence Collection
      - Create - Goal Planning
      - Create - Goal Rating