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Performance > Reviews > Form Sections > Form Sections Administration

Performance Review Sections Administration

A performance review is built in sections. Before creating a performance review, you must create performance review sections.

There are five types of sections that can be created for a performance review. Each section makes up a different part of the review for the user completing the review. The sections can:

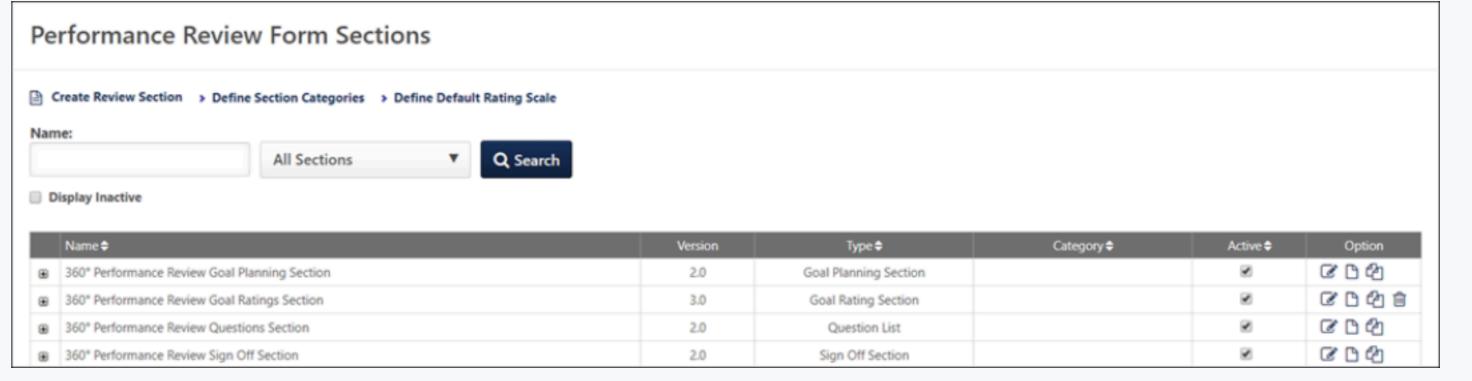
- Incorporate information from other parts of the performance management functionality if you are using the applicable functionality (goals and competencies)
- Ask questions about a user's performance
- Electronically sign the performance review within the system

The Performance Review Sections page displays a list of previously created sections, the section version, type, and category. If there are many sections already created, you can search for a specific section in the search area. From this page, you can also:

- Create review sections
- Define section categories
- Define a default rating scale
- Activate/deactivate sections
- View, edit, copy, and delete sections

To view and manage performance review sections, go to Admin > Tools > Performance Management > Form Sections.

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
	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 Review Section

To create a performance review section, click the Create Review Section link. See Create Review Form Section (Early Adopter).

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