



Launch Off-cycle Performance Review

Use the Launch Performance Review page to launch off-cycle performance reviews. When launching the performance review, the user can select the reviewee, the review task they are launching, and they can enter the purpose of the review.

A user can launch as many concurrent off-cycle reviews of the same task as necessary.

You can access the Launch Performance Review page as follows:

- Click the **Launch Off-Cycle Task** link from the Performance Review Details page.
- Click the **Launch Review** button from the Performance Review Summary page.
- Click the **Launch Review** link for a subordinate in My Team > Activities or My Team > 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.	

Launch Performance Review

Who is this review for?

☒ Me

☐ Someone else

User

Which review form would you like to use?

Select Review Form

Cancel

Who is this review for?

Using the radio buttons, select the reviewee for the review you are launching.

- Me - Select this option if you are launching a review for yourself.
- Someone else - Select this option if you are launching a review for someone else. You must then click the User field to select the appropriate user. Only one user can be selected.
- If a user accesses this page by clicking the **Launch Review** link in My Team, then the "Someone else" option is automatically selected and the reviewee is pre-populated with the appropriate My Team user.
- If an administrator accesses this page by clicking the **Launch Off-Cycle Task** link on the Performance Review Details page, then the administrator must click the Add Users link to select reviewees for the task. The administrator can select as many users as necessary.