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Administrator Topic

Performance Review Task - Create/Edit Review Summary

Use the Review Summary tab to decide how much of the overall summary is displayed to all the reviewers in the task.

For reviewees, the Review Summary page provides an overall recap of the scores a reviewee received by section from all reviewers in the process as well as the overall score. Administrators can configure this page to display only an overall ratings summary to the user, only a self-review and not a manager's review, and a confirmation page once a user completes their step in the process.

To access performance review tasks, go to Admin > Tools > Performance Management > Tasks.

- If you are creating a new review task and you completed the previous page, you can enter information on this page.
- To edit a review task, in the **Options** column, click the Edit icon for the appropriate review task.

🔒 Permissions

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Performance Review Task - Manage	Grants ability to assign performance review tasks and manage activity within those tasks. This permission works in conjunction with the Admin Visibility settings for the performance review task. Administrators who have this permission and are within the Admin Visibility settings can view the task, edit the task, add users, and view the task details. However, the admin cannot edit the Admin Visibility settings for the task. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User. The constraints on this permission control which users can be added to the task.	Performance - Administration
Performance Review Task Administration	Grants ability to create/assign performance review tasks and manage activity within those tasks. This permission also gives the ability to enable and view co-planners for a task from the administration pages. This permission can be constrained by OU, User's OU, User Self and Subordinates, and User.	Performance - Administration

🏠 ＞ Task Administration

Define Performance Review Task

| General | Review Workflow | **Review Summary** | Visibility | Confirm |

📝 Review Summary

Off-Cycle Summary

❓☐ Include a summary table pop up of selected off-cycle task(s). A link to the table will be displayed in the Options drop down.

Review Summary

Select from one of the following review summary options to display on the performance review. The selected option will apply to all users in the review. The Summary page will be the last section by default. If the Sign-off section is configured last, the Summary page will be placed before the Sign-off page.

Summary Options: [Ratings Summary ▼] ❓

Overall Rating: