

Performance Review - Decline Review

For off-cycle reviews, a dynamically selected reviewer (manager, indirect manager, custom relationship, or specific user) can decline to complete a review if they feel they are not the most appropriate person to complete the review. **Note:** *This option is only available for off-cycle reviews.*

- Only dynamically selected reviewers who are selected by a reviewer selector can decline a review.
- Peers and subordinates cannot decline a review.
- Reviewers who are reviewer selectors cannot decline a review.

The ability to decline a review is only available before the reviewer submits their first step. Once they submit their first step, the Decline Review option is removed.

To decline a **performance** review, open the appropriate **performance** review.

Emails

EMAIL NAME	EMAIL DESCRIPTION	ACTION TYPE
Performance Review Reviewer Declined	This email is triggered when a reviewer declines a review. The available recipients are Reviewee, Reviewer (the declining reviewer), and Review Selector (the user that selects the reviewers).	Performance Management

Decline Review

If you are not the appropriate person to complete this performance review, you may decline the responsibility, after providing a reason. It may be helpful to suggest other possible reviewers.

Reason

Lorem Ipsum Semper Ubi Sub Ubi

Cancel

Submit

Decline a Review

Note: The **Decline Review** button is only available for an off-cycle **performance** review task if the administrator has enabled the feature when creating the review task.

To decline a review:

1. In the **Reason** field, enter the reason why you are declining the review. This field is required, and the character limit is 500.
2. Click **Submit**. The declined reviewer's reason for declining is added to the review task discussion as a public comment.