



Create Review Section - Development Plan

Development Plan sections enable reviewers to add training and action steps to a development plan for the reviewee while completing the performance review task. Administrators can configure whether the training and action steps are added to the reviewee's primary development plan or a new performance review development plan.

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:

Type: Please select the section type before proceeding.

Development Plan

Details

View Employee Custom Tags

Directions:

B

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U

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DesignHTML

Category: --Select--

Development Plan Options

Please select the type of development plan displayed to end users. Reviewers will be able to add training and action steps to the selected plan. If primary development plan is selected but no plan exists for that user then a new development plan will be created by default.

☒ Reviewee's Primary Development Plan

☐ Create a new Performance Review Development Plan

Cancel

Save