



Best Practices - Performance Review Task Administration

Re-opening Performance Review Steps and extending their associated due dates are essential tools for managing assigned performance reviews and accounting for exceptional cases within Performance Review Tasks.

Re-opening Performance Review Steps

Re-opening Performance Review Steps allows reviewers to edit comments previously included within a task. Administrators can use this functionality in conjunction with the Proxy as User option to troubleshoot or, in exceptional cases, modify the submitted review information.

When a Performance Review Step is re-opened, all the ratings and comments submitted within it are maintained. If an active email is configured for the step, the email trigger Performance Review Step Assigned will fire when the step is re-opened.

There is an option within review tasks to allow Managers and users within Custom Relationships to re-open review steps within a Performance Review Task from the manager's step in the task.

Considerations

- The re-open functionality only works at the individual user level when viewing the task details by Reviewed.
- Only one performance review step can be re-opened at a time. Re-opened steps must be re-submitted before another step can be re-opened.
- When a Performance Review Step is re-opened, the review step and task status will not change but will remain Completed or Past Due.
- Re-opening a Performance Review Step does not automatically close other open performance review steps.

Extending Due Dates

Extending Performance Review Step due dates is a way to offer additional time to reviewers who were absent during part of the performance review cycle. Due dates can be applied for all users within a Performance Review Task via the **Extend Overall Review** option or for one user at a time.

After due date changes are applied to a past-due step to select a future date, the step's status will update to In Progress. Steps with the **Deny Submission after Due Date** option selected (including optional steps but excluding review selector steps) can extend their due date to allow the user to complete the step.

Administrators can adjust the due dates for tasks that display a Complete/Expired status but only for a single user at a time from the Performance Review Task Details page. Other users within the task will not be affected.

Considerations

- Once a Performance Review Step is Past Due, due date changes made at the task level will not apply to the user.
- For Reviewer Selector Steps, once the due date has passed, the date cannot be extended at the task or individual level.
- The due date of a step must be at a later date than the due date of the step(s) preceding it within the task workflow.
- Due dates cannot be extended to a prior date; they must be a future date.

Additional Resources

- [Re-Opening Review Steps](#)
- [Extending Task Review Dates](#)

Printable Guides	
What's New	▼
Analytics	▼
Content Studio	
Cornerstone Content	▼
Cornerstone HR	▼
Edge/Infrastructure/Tools	▼
General Features (Core)	▼
Learning	▼
Mobile	▼
Performance	▼
Recruiting	▼
Quick Start Guides	▼
OnDemand Support	▼
Troubleshooting Guides	▲
Performance	▲
Best Practices - Performance Review Task Administration	
How To - Reset Completed Competency Tasks	
Troubleshooting Guide - Creating and Editing Goals	
Troubleshooting Guide - Goal not Appearing in Performance Review	
Platform	▼
Recruiting	▼
Succession	▼
Help Center	