

Learning

Mobile

Performance

Check-Ins

Compensation

Competencies

Development Plans

Email Triggers for Performance

Employee Relationships

Engage

Goals

Permissions for Performance

Reviews

Admin Review Tasks

Comment Assistant

Custom Fields

End User Review Tasks

Form Sections

Form Sections Administration

Section - Create

Create - Competency Assessment

Create - Competency

Create - Critical Skills

Create - Development Plan

Create - Evidence Collection

Create - Goal Planning

Create - Goal Rating

Create - Question List

Create - Sign Off

Section Category - Define

Default Section Rating Scale - Define

Performance > Reviews > Form Sections > Default Section Rating Scale - Define

Define Default Performance Review Section Rating Scale

A performance review rating scale is required for each section created. The same scale can be used for the overall performance review task as well.

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

To define a default rating scale, go to [Admin > Tools > Performance Management > Performance Reviews > Form Sections](#). Then, click the **Define Default Rating Scale** link. The Define Default Rating Scale window appears.

Define Default Rating Scale

Scale: 1 -

☒ Include N/A rating

☒ Target Distribution

☐ Include Custom Rounding Ranges

Update

Language:

English (US)

Points	Order	Score Display	Title	Visible	Target %	Description
N/A	<input type="text" value="0"/>	<input type="text" value="Too New To Ra"/>	<input type="text" value="Too New To Rate"/>		<input type="text" value="0"/>	Employee has not been in the position long enough to rate performance.
1.00	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="Below Expectations"/>	<input checked="" type="checkbox"/>	<input type="text" value="20"/>	Rarely or never demonstrates expected behavior/knowledge in own work; Requires
2.00	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="Needs Improvement"/>	<input checked="" type="checkbox"/>	<input type="text" value="20"/>	Demonstrates expected behavior/knowledge inconsistently or in situations
3.00	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="Meets Expectations"/>	<input checked="" type="checkbox"/>	<input type="text" value="20"/>	Uses expected behavior/ knowledge consistently in a full range of typical
4.00	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="Periodically Exceeds Expe"/>	<input checked="" type="checkbox"/>	<input type="text" value="20"/>	Applies expected behavior/ knowledge successfully in unusual or
5.00	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="Regularly Exceeds Expect"/>	<input checked="" type="checkbox"/>	<input type="text" value="20"/>	Uses expected behavior/ knowledge appropriately

Total: 100%

Cancel

Save

Administrator Topic

