



# CREATING PERFORMANCE REVIEW FORM SECTIONS

Performance Fundamentals - System Administrator Training

A performance review is built in sections. Before creating a performance review, you must create performance review sections. There are eight types of sections that can be created for a performance review. Each section makes up a different part of the review for the user completing the review.

To create a **Performance Review Sections**, navigate to:  
Admin > Tools > Performance Management > Form Sections

1

Select the **Create Review Section** link.

2

Provide a **name** for the section.

3

Select the **Type** of review section.

4

Provide **Directions** and select a **Category**.

## The following Section Types are available:

**Competency Assessment** - allows you to include a competency assessment in a performance review task and can be used in standard and off-cycle performance review tasks.

**Competency** - allows you to include competencies in a review, allowing reviewers and reviewees to rate and comment on how the user has performed on the selected competencies during the review period.

**Development Plan** - enable reviewers to add training and action steps to a development plan for the reviewee while completing the performance review task.

**Evidence Collection** - Evidence Collection review sections are used in conjunction with Competency Assessment review sections.

**Goal Planning** - Allows users can set goals for the next period within the performance review.

**Goal Rating** - Allows reviewers to rate the employee's performance against approved goals that fall within the performance review period.

**Question List** - contain basic questions about the employee's overall performance with a rating scale.

**Sign Off** - include signature lines in a printed copy of the review or allow reviewers to type their name into the review itself and "electronically sign" and date the review in the system.

Form sections are added to the Review Workflow page when creating a Performance Review Task.