Change the Review Owner (as a Manager)

Last updated: June 2026

If you are a Review Owner, and you think another employee should have this role, you can change the Review Owner. You can change the Review Owner for one Reviewee or for many Reviewees at one time.

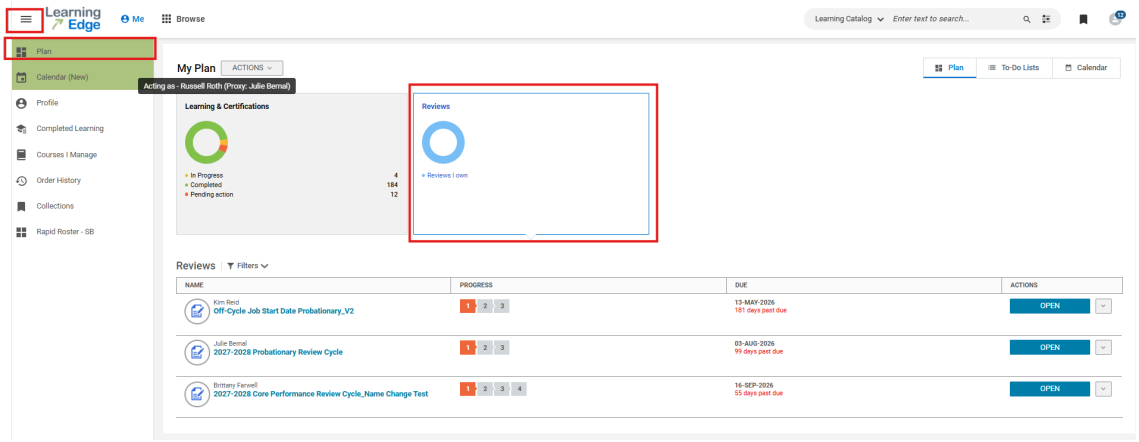
For example, if the review is for the prior year, and the employee had a different manager for the majority of that year, you can change the Review Owner.

Notes:

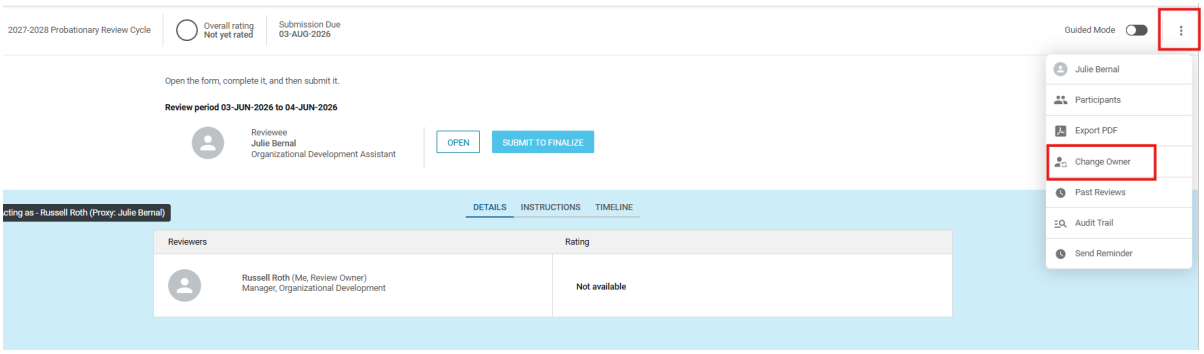
- Your administrator may have enabled the **Only an administrator can change review owner** option when creating the review. Contact your administrator for details if you are unable to change the Review Owner.
- A Reviewee can't change the Review Owner. Only the current Review Owner or the Performance Admin can change the Review Owner.
- Anyone in the organization can be selected as the new Review Owner.
- If someone declines the review or feedback invitation, that person can't be set as the Review Owner. Remove the person who declined the review from the accessors or raters list first.
- The Review Owner can only be changed for reviews in status Draft, Active, or Disapproved.
- The Review Owner can only be changed for review cycles in status Complete.

To change the Review Owner:

1. Navigate to **Me > Plan > Reviews**.



2. Locate the review for which you want to change the Review Owner.
3. Open the review.
4. From the More menu, select **Change Owner**.



5. Do one of the following:
    - If available, to change the Review Owner for one Reviewee at one time, ensure the **Bulk Change** switch is set to **No**.
    - If you are the Review Owner for multiple reviews within this review cycle, then you will have the option to change the Review Owner for multiple reviews at the same time. In this case, ensure you set the **Bulk Change** switch to **Yes**.
6. Do one of the following:
    - Click the name of the suggested Review Owner, if one is suggested.
    - Search for the name of the new Review Owner you want to assign. If the review currently has a Review Owner that is not in line with the review cycle configuration, then a suggested Review Owner is displayed to help you pick the right owner.
7. Do one of the following:
    - Keep comments and ratings made by the existing Review Owner – Selecting this option will copy ratings and comments made by the existing Review Owner to the new Review Owner. The advantage of selecting this option is that the new Review Owner doesn't need to start from scratch with entering their ratings and comments. However, if the new Review Owner is already assigned as a reviewer, any ratings and comments they may already have entered themselves will be overwritten and can't be retrieved.
    - Keep comments and ratings made by the new Review Owner – Selecting this option will ensure any ratings and comments already entered by the new Review Owner will be retained. However, it also means any ratings and comments entered by the existing Review Owner will not be copied to the new Review Owner. Note that if the existing Review Owner is no longer a reviewer after the review is reassigned to the new Review Owner, their entered ratings and comments are lost and cannot be retrieved
8. Do one of the following:
    - If you are changing the Review Owner for one Reviewee, click **Change**.
    - If you are changing the Review Owner for multiple Reviewees, click **Next**. Then select the Reviewees for which you want to change the Review Owner and click on **Change**.