

What do the Performance Evaluation **Statuses** mean?

Status Order	Description	Action required from the:
0-Not Started	Form is empty and has not been opened.	Supervisor – start it
1-In Progress	Some data may have been entered but it's not complete.	Supervisor – complete it and click <u>“Submit Draft for Executive Review”</u> [all actions are available in Part D] NOTE: If Supv is also the Final Approver, clicking <u>“Proceed Without Executive Review (not recommended)”</u> will advance the status to #4 the steps and automatically share the evaluation with the employee.
2-Awaiting Executive Review	The draft evaluation has been submitted to the Executive Director or Dean for their preliminary review prior to the evaluation meeting. They are notified of this with a system-email.	Final Approver: Executive Dir/Dean or designate – Check that the document provides a fair and equitable evaluation that offers sufficient feedback, with ratings that are substantiated, and guidance or corrective measures where needed then include any relevant comments and click <u>“Executive Review is complete”</u> .
3-Awaiting Finalization	Preliminary approval has been given and the Supervisor is notified about it via a system email with comments from the Final Approver if any.	Supervisor - hold the appraisal meeting and share the document with the employee before or after by clicking <u>“Show Emp Eval to Employee”</u> . Finalize the document by recording the meeting outcomes, then their part ends by clicking <u>“Submit the Final Employee Evaluation.”</u>
4-Awaiting Acknowledgement	The employee receives a system email that their final employee evaluation is “awaiting acknowledgement” i.e. their signature.	Employee – read the final document, ensure it contains conclusions arrived at in the evaluation meeting and click <u>“Acknowledge Employee Evaluation”</u> The employee may elect to appeal the outcome with HR. In an emergency where the employee is unavailable to acknowledge their final evaluation for an extended period, the Final Approver can bypass this step and seal the document as a permanent record, by clicking <u>“Approve and Seal Evaluation without employee acknowledgment (not recommended)”</u> permitting HR to calculate and implement any salary adjustments
5-Awaiting Final Approval	The Final Approver receives a system email notifying them that the evaluation is completed by the supervisor following the evaluation meeting and has the employee's acknowledgement.	Final Approver: Executive Dir/Dean or designate – view the final document and seal it as a permanent record and permit HR to use the overall score to calculate and implement any salary adjustments that result by clicking <u>“Approve and Seal Employee Evaluation”</u>
6-Sealed / Sealed*	Has been sealed (a permanent record) and changes can only be made through an appeal.	The asterisk notes that the employee has not “signed” the document
8- Under Appeal	The employee does not agree with the final evaluation and has launched an appeal with HR.	HR – conducts the appeal in accordance with the appeals procedure.
9-Appeal Complete	The appealed evaluation has been adjusted as per the appeal and resealed.	HR - opens the evaluation record and enters any changes based on the appeal's outcome and permanently re-seals it.