

Status/Substatus	Definition
<b>Expectations</b>	Expectations for year are set and communicated.
<b>Forms Created</b>	Forms created in mass (Further participants)
<b>Manager Sets Expectations</b>	Manager reviews Essential Functions and Job Standards with employee. Additional Job Standards can be entered, if necessary (Manager)
<b>Employee Reviews Expectations</b>	Employee reviews Essential Functions and Job Standards and enters goals for coming year (Employee).
<b>Mid-Year</b>	Manager meets with employee. Mid-year comments are noted.
<b>Manager Mid-Year</b>	Manager enters mid-year comments (Manager).
<b>Employee Mid-Year</b>	Employee makes mid-year comments (Employee).
<b>Year-End Review</b>	Employee completes self evaluation. Manager completes review and employee acknowledges.
<b>Self Evaluation</b>	Employee completes self evaluation of Essential Functions, reports outcome of goals, and enters year-end comments (Employee).
<b>Manager Year End Review</b>	Manager completes review with scores and makes year end comments (Manager).
<b>Acknowledgement</b>	Employee acknowledges that performance evaluation is complete. Acknowledgement does not imply agreement with the evaluation, only that employee has received the evaluation (Employee).
<b>Complete</b>	Performance evaluation process is complete (Manager and Employee).