

Template	Est Crit Status, Review Status, Approval Status	CRITERIA	EVALUATION	APPROVAL STATUS	Next Step
Executive	Completed,Evaluation,Not Submit	Completed	In Progress	Not Submitted*	Manager to evaluate employee and then share the document with the employee
Executive	Completed,Share,Not Submit	Completed	Shared with the Employee	Not Submitted*	Document has been shared with the employee but employee has not yet Acknowledged the document
Executive	Completed,Completed,Not Submit	Completed	Completed	Not Submitted*	No additional steps, document is done.
Executive	Not Start,Def Criter,Not Submit		Document hasn't been started at all		Employee to start and complete criteria
* Executive documents <i>DO NOT</i> route to a Sr Manager. The Approval Status will always reflect Not Submitted.					