

Template	Est Crit Status, Review Status, Approval Status	<u>Next Step</u>
Manager, Staff, and Trades	Not Start,Def Criter,Not Submit	Manager to start and complete criteria
Manager, Staff, and Trades	In Progres,Def Criter,Not Submit	Manager to complete criteria
Manager, Staff, and Trades	Completed,Evaluation,Not Submit	Manager to complete evaluation and submit for Sr Manager review
Manager, Staff, and Trades	Completed,Aprv,Submitted	Sr Manager to review and approve. Document will route back to Manager once approved
Manager, Staff, and Trades	Completed,Evaluation,Denied	Manager to review denied document and resubmit for Sr Manager review
Manager, Staff, and Trades	Completed,Aprv,Approved	Manager to share evaluation with employee
Manager, Staff, and Trades	Completed,Share,Approved	Manager to conduct review meeting
Manager, Staff, and Trades	Completed,Pend Ack,Approved	Employee to acknowledge review
Manager, Staff, and Trades	Completed,Acknowledge,Approved	Manager to mark as Complete
Manager, Staff, and Trades	Completed,Completed,Approved	Document is finalized