

Staff Performance Appraisal Status Information

Status #	Name	Description	Information	Can employee see scores
1	SUP DRAFT	Supervisor Draft	Supervisor is drafting the appraisal. Employee can be drafting their self appraisal (until they finalize it).	false
2	HR REVIEW	Home department HR Review	The drafted appraisal scores have been submitted for review by the unit's HR contacts. Supervisor can no longer edit scores. Employee can be drafting their self appraisal (until they finalize it).	false
3	POST REVIEW	Awaiting supervisor Release	Review by unit HR contact is complete (including any unit specific additional review).	false
4	DISCUSSION	Being discussed with employee	The appraisal is being discussed with the employee. The employee can no longer edit their self appraisal. The employee can edit their comments (until they are finalized).	true
5	PREP FOR SIGNATURE	Home department HR preparing for signature	The unit's HR contacts are preparing the appraisal for electronic signatures.	true
6	SIGNING	Available for signing	Designated signers have been notified and the appraisal is waiting for all signatures to be complete.	true
7	COMPLETE	Complete and archived online	The appraisal is complete. All required signatures have been recorded.	true
8	ABANDONED	Abandoned -- Unstarted or incomplete	This appraisal has been abandoned. It will not be completed and may be deleted.	false