# Performance Evaluation Steps

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>Fill out Evaluation</td>
<td>• Complete the performance document.</td>
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</table>
| Available for review | • **Rater** clicks “Available for Review” after completing performance document.  
• Pressing “Available for Review” locks the document from changes by the **rater**.  
• **Rater** and **employee** conduct in-person performance review.  
• **Employee** now has access to "Employee Comments" section and can enter comments. |
| Start Over | • This is not a required step in processing the performance document but available to the **rater** if adjustment to document is needed after making it “available for review”  
• Button unlocks the document for the **rater** to make edits to document, no documentation is lost from pressing button.  
• **Rater** will have to click “Available for Review” when finished.  
• If no further changes are needed move to the next step. |
| Review Held | • This button is pressed by the **rater** after the in-person feedback session has been held. |
| Acknowledged | • This button is pressed by the **employee** acknowledging that in-person feedback session has taken place.  
• If **employee** won’t or can not click “Acknowledge” the **rater** has the option to click “Acknowledge” for the employee, overriding the employees acknowledgement.  
Human Resources is notified when this occurs. |
| Submit | • **Rater** clicks the “Submit” button sending the performance document to the **Approver**.  
• Performance document is now available for **Approver** review. |
| Approval | • ** Approver** clicks “approve” or declines the performance document.  
• After approver clicks “Approve” the evaluation is moved to a complete status. |