# Evaluation Statuses

Last Modified on 03/11/2024 8:44 am CDT

| Status | Description | Owner |
|---|---|---|
| **Draft** | The evaluation is assigned to the supervisor and they can select the initial ratings, enter comments and possibly attach supporting files. This is also the only status in which an evaluation may be deleted. | Supervisor |
| **Reflection** | The evaluation is currently assigned to the direct report for review where they can enter ratings and comments. The supervisor may also make changes at this time. Changes entered by the supervisor cannot be seen by the direct report. | Direct Report |
| **Returned** | The direct report has reviewed the evaluation, made comments or changes and has sent the evaluation to their supervisor for further review. | Supervisor |
| **Evaluator Review** | The direct report has sent their feedback to the supervisor. | Supervisor |
| **Acknowledgement** | The evaluation is currently assigned to the direct report and is waiting for their acknowledgement. | Direct Report |
| **Evaluator to Complete** | The direct report has acknowledged the evaluation and the evaluation is currently assigned to the supervisor. | Supervisor |
| **Complete** | The evaluation workflow is complete. The evaluation may be viewed by the administrator, supervisor and direct report. | N/A |