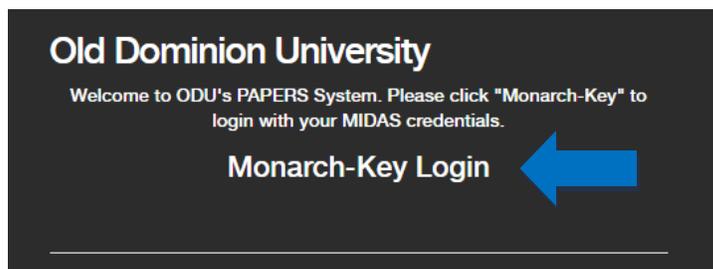


Getting Started

- Start at the Human Resources home page: <https://www.odu.edu/humanresources>
 - Select the **PAPERS** link on the right side of the page
 - Select **Login PAPERS System**
 - Click **Monarch-Key Login**
 - Use your Midas ID and Password to login



- Click the three dots and select **Performance Management**



- Select **Supervisor Evaluation** from the Your Action Items list

Supervisor Evaluation

- Prior to beginning the evaluation select **Self Evaluation** on the left side of the page and review the employee's Self Evaluation.

Self Evaluation

- To return to the Supervisor Evaluation select **Supervisor Evaluation** on the left side of the page.

Supervisor Evaluation

Completing the Evaluation

Note: If you have not done so already, please **refresh** the *Position Description* BEFORE beginning an evaluation. Any changes made to the PD in the last year will not be reflected in the evaluation unless you refresh the PD first. Please see **Refreshing a Position Description** instructions for assistance.

If employee has already completed the Self Evaluation you will not be able to refresh the PD.

- **Job Duties:** select the appropriate ratings and enter comments to reflect the employee's performance for the past year. When complete, select **Save Draft** and then **Next** at the bottom of the page.
- **Performance Goals:** enter comments on how the employee achieved or did not achieve their performance goals for the year. When complete, select **Save Draft** and then **Next** at the bottom of the page.
- **Special Assignments:** If the employee has special assignments select the appropriate ratings and enter comments to reflect the employee's performance for the past year. When complete, select **Save Draft** and then **Next** at the bottom of the page.
 - If there are no special assignments, you can skip this tab by selecting **Next** at the bottom of the page.
- **Behavioral Competencies:** select the appropriate ratings and enter comments to reflect the employee's performance for the past year. When complete, select **Save Draft** and then **Next** at the bottom of the page.
- **Overall Rating:** select the appropriate rating and enter comments to reflect the employee's overall performance for the past year. When complete, select **Save Draft** and then **Next** at the bottom of the page. **You must save the drafted evaluation prior to proceeding to the Attachments tab! Do not select Complete if you are adding an attachment.**
- **Future Goals:** enter the goals for the coming performance cycle. Click **Add Entry** to enter more than one goal. When complete, click **Complete** for the annual evaluation and future goals.

NOTE: If the employee is receiving an overall rating of **EXTRAORDINARY** or **BELOW contributor**, valid documentation must be included on the **Attachments tab** to support the rating.

- **Attachments:** To upload an attachment select **Choose File**, open the file that you are attaching, enter a name for the file and brief description if needed, select **Upload file**. If another attachment is needed select **New Attachment** and repeat previous steps.

- For Extraordinary Contributor one or more of the following forms must be attached:
 - Immediate Recognition Bonus form issued during the relevant performance year.
 - Acknowledgement of Extraordinary Contribution Form issued during the relevant performance year.
- For Below Contributor one or more of the following forms must be attached:
 - Written Notice (Group I, II, or III) issued during the relevant performance year.
 - Notice of Improvement Needed/Substandard Performance issued during the relevant performance year.

Complete the evaluation by selecting **Complete** at the bottom of the Overall Rating Tab to route the evaluation to the reviewer.

Reviewing the Evaluation (Reviewer)

- The reviewer will receive an email notification that there is an action item in PAPERS which needs to be completed. Once logged in, select **Performance Management** and then **Review Evaluation/Approval Task** to review the evaluation.

Review Evaluation/Approval Task

- The only field available for editing is the **Comment** section at the bottom of the page. Reviewers cannot make direct changes to the evaluation.
 - If the reviewer agrees with the evaluation, select **Approve** at the bottom of the page.
 - If the reviewer is requesting changes to the evaluation, enter the desired changes in the **Comment** field and select **Return** at the bottom of the page.
 - Both **Approve** and **Return** will route the evaluation to the supervisor. **Only Approve** will allow the supervisor to then route the evaluation to the employee for discussion.

Evaluation Returned to Supervisor for Changes

- Review any comments made by the reviewer
- Discuss changes with the reviewer as needed
- Make changes

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- On the Overall Rating tab select **Complete** at the bottom of the page. Selecting **Complete** will route the evaluation back to the reviewer for approval.

Evaluation Approved

- *Supervisors must meet with each employee to discuss their evaluation.*
 - To print a copy of the evaluation to review with the employee use the **Print** option under the blue **Actions** button in the employee's evaluation.



Employee Acknowledges Evaluation

- After the supervisor and employee discuss the evaluation, the employee can acknowledge the evaluation.
 - After logging in and selecting **Performance Management** the action item **Employee Acknowledges Evaluation** will be available.

Employee Acknowledges Evaluation

- The employee may add comments and acknowledge the plan by selecting **Acknowledge** at the bottom of the page.

NOTE: *Should the employee wish to appeal the evaluation, they should contact Employee Relations.*