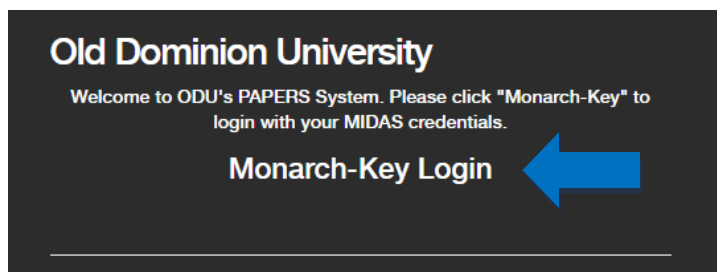
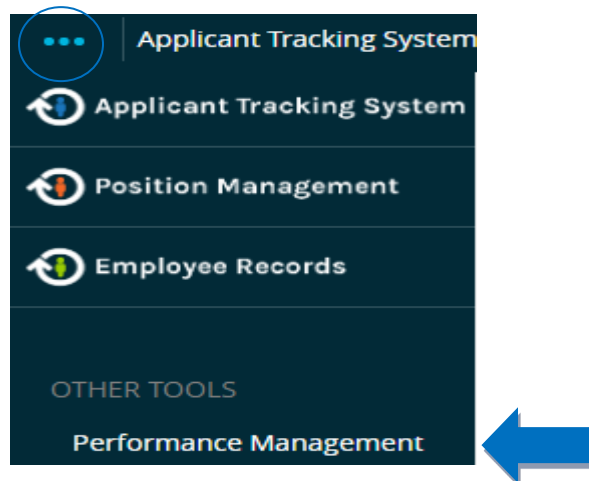


Getting Started

- 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**



12 Month Probationary Review

- When the employee has been with the university for 11 months, the supervisor will receive an email notification to complete the 12 month evaluation in PAPERS.

PAPERS User Guide: PROBATIONARY CONCLUSION PROGRAM CLASSIFIED EMPLOYEES

- Log in to PAPERS (see Getting Started above) and select **Supervisor Evaluation – 12 Month** to begin.

[Supervisor Evaluation - 12 Month](#)

NOTE: If there are performance issues that need to be addressed, please consult with Employee Relations before drafting a probationary evaluation. This is especially important if you are planning on giving an overall rating of **Below Contributor**.

- Complete all tabs available (attachments are optional)

Comments on Overall Progress

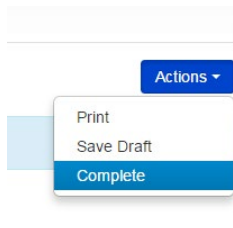
Overall Rating

Employee Development Plan

Attachments 

NOTE: The probationary period can be extended up to 180 days. Consult with Employee Relations if an extension to the probationary period is needed.

- When ready to submit, use the blue Actions button on the upper right of the screen and select **Complete**.



- Select the **Home** button on the upper left hand side of the page.



- Select **Route Evaluation to Employee – 12 Month** from your Action Items list

[Route Evaluation to Employee - 12 Month](#)

- Select **Complete** to route the 12 month probationary evaluation to the employee.

 Complete

Employee Acknowledges Performance Evaluation

- The employee logs in to PAPERS (see **Getting Started** above) and will see the action item **Employee Acknowledges Evaluation**.
- The employee may add comments and acknowledge the evaluation by selecting **Acknowledge** at the bottom of the page.

NOTE: *This completes the Probationary Conclusion Program and the employee's probationary period. The employee will move from probationary to classified on their anniversary date.*

Please contact Employee Relations well before the anniversary date if probation needs to be extended or if separation is anticipated. These actions must be completed BEFORE the employee's anniversary date.