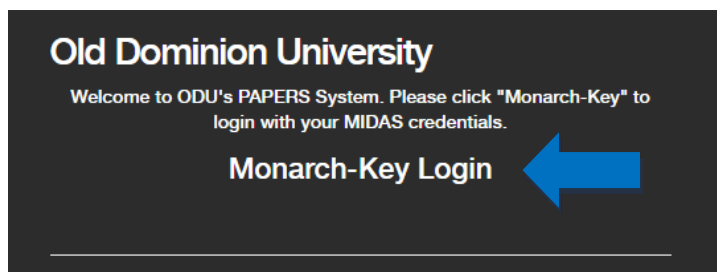
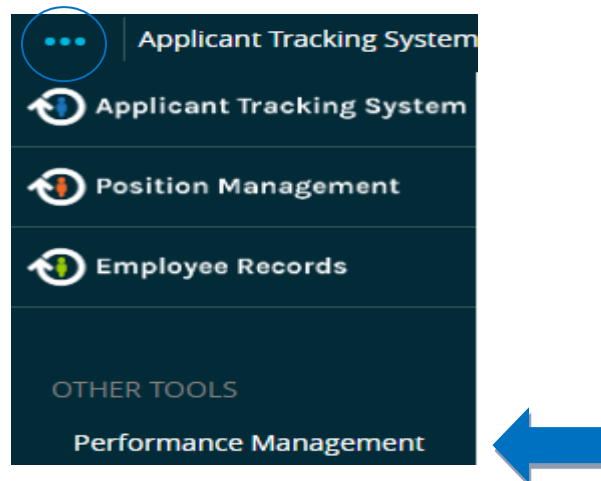


Getting Started

- 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**



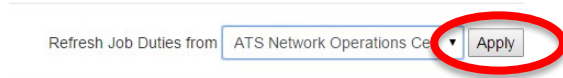
Manager Creates Plan for New Employee

- Under the Action Items list, the supervisor will see the **Probationary Program – for *employee name*** available. Select **Manager Creates Plan – New Employee** to begin.

Manager Creates Plan - New Employee

PAPERS User Guide: PROBATIONARY PROGRAM CLASSIFIED EMPLOYEES

NOTE: Prior to starting a performance plan be sure to **refresh** the job duties. While drafting the plan, a menu option to refresh job duties will be available on the right side of the screen. Select the correct job title and select **apply**. All tabs must be refreshed individually. If you see inaccurate information after refreshing please notify Employee Relations at 3-3394.



- Under the **Performance Goals** tab the manager may enter two to four performance goals for the probationary employee to achieve during their 12 month probationary period.



- Typical goals for probationary employees include or resemble the following:
 - Master the policies, procedures, and methods used in the (department/role)
 - Formal and informal training will be provided as well as opportunities to apply knowledge on the job. Observe and attend training opportunities presented. Supervisor will provide regular feedback regarding progress.
 - Apply knowledge and adapt as needed to the Commonwealth of Virginia practices. Ask questions and obtain clarification whenever needed.
- When ready to submit, use the blue **Actions** button on the upper right side of the screen and select **Complete**. This will route the performance plan to the reviewer for approval.



Reviewer Review Plan/Approve Task for New Employee

- The Reviewer will receive a notification email from PAPERS regarding the Action Item now available to **Review Plan/Approve Task**. After logging into PAPERS (see **Getting Started** above) the reviewer will see the option to **Review Plan/Approve Task** in their Action Items list.



Review Plan/Approve Task

- After reviewing the performance plan the reviewer has two options located at the bottom of the page:



Return Approve

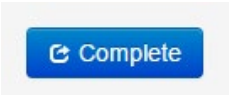
- **Return** - returning the performance plan with comments requires the supervisor to make changes and re-route the performance plan to the reviewer for approval.
- **Approve** – allows the supervisor to route the performance plan to the employee for acknowledgement.

Performance Plan Returned to Supervisor for Changes

- Review any comments made by the reviewer
- Discuss changes with the reviewer as needed
 - Make required changes
- On the behavioral competencies tab select **Complete** at the bottom of the page.
- Selecting **Complete** will automatically route the performance plan back to the reviewer.

Performance Plan Approved

- When the performance plan has been approved by the reviewer and returned to the supervisor's queue, the supervisor will have the option to **Route Plan to Employee**. By selecting **Complete** on this page, the plan will automatically route to the employee.



Complete

- Supervisor meets with the employee to discuss the performance plan and routes the performance plan to the employee.

Employee Acknowledges Plan

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

Six Month Probationary Review

- When the employee has been with the university for five months, the supervisor will receive an email notification to complete the six month supervisor evaluation in PAPERS. Log in to PAPERS (see **Getting Started** above) and select **Supervisor Evaluation – 6 month** to get started.

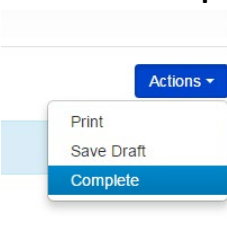
Supervisor Evaluation - 6 month

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)



- 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 – 6 Month** from your Action Items list

[Route Evaluation to Employee - 6 Month](#)

- Select **Complete** to route the 6 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 Plan & 6 Month Program. The employee will be automatically added to the Probationary 12 Month Program and the supervisor will receive an email notification when they employee has been employed for 11 months to begin the 12-month probationary evaluation.*