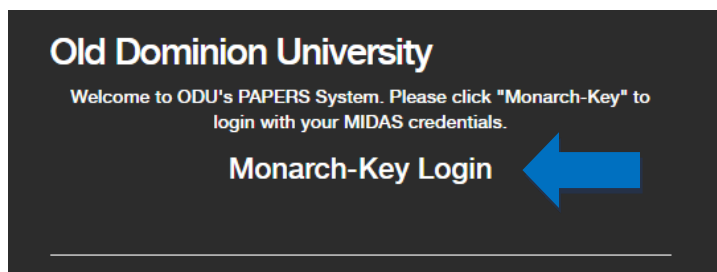
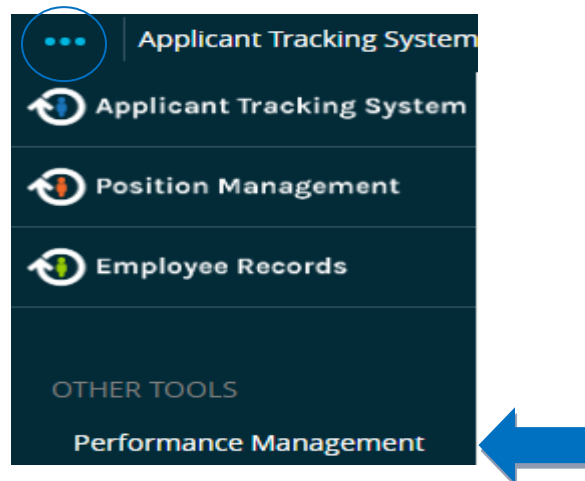


## Getting Started

- 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

## PAPERS User Guide: ANNUAL EVALUATION CLASSIFIED EMPLOYEES

- 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.*