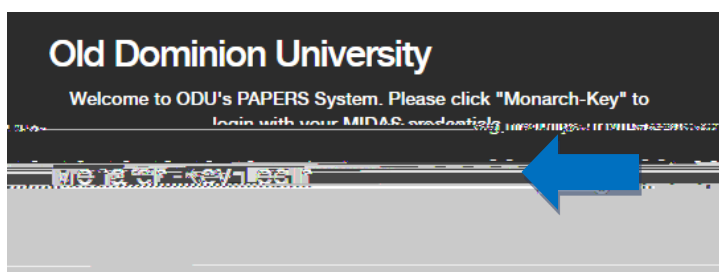


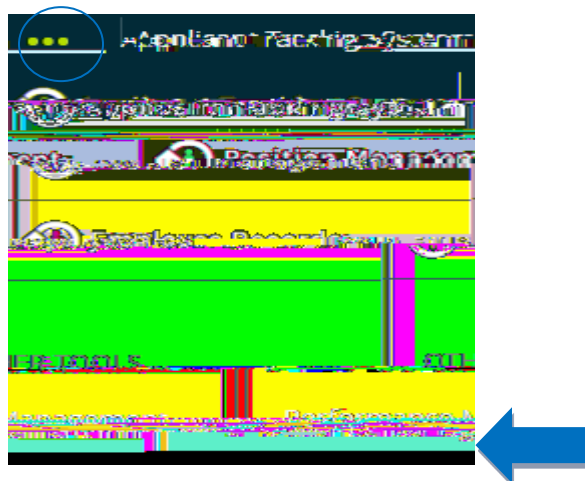
# PAPERS User Guide: ANNUAL EVALUATION CLASSIFIED EMPLOYEES

## 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.





## PAPERS User Guide: ANNUAL EVALUATION CLASSIFIED EMPLOYEES

- o For Extraordinary Contributor one or more of the following forms must be attached:
  - f Immediate Recognition Bonus form issued during the relevant performance year.
  - f Acknowledgement of Extraordinary Contribution Form issued during the relevant performance year.
- o For Below Contributor one or more of the following forms must be attached:
  - f Written Notice (Group I, II, or III) issued during the relevant performance year.
  - f 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.
- The only field available for editing is the **Comment** located at the

•