

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 on the link: [https://www.odu.edu/humanresources](#)

PAPERS User Guide: PERFORMANCE PLAN CLASSIFIED EMPLOYEES

Creating the Performance Plan (Supervisor)

- Select Manager Creates Plan
- From this point the supervisor will be able to view the core responsibilities from the position description. Use the material on this tab to formulate ideas for performance goals.

