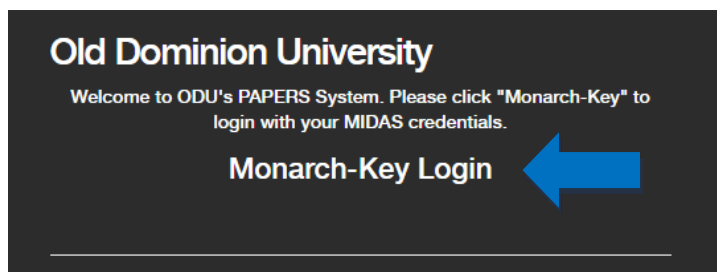
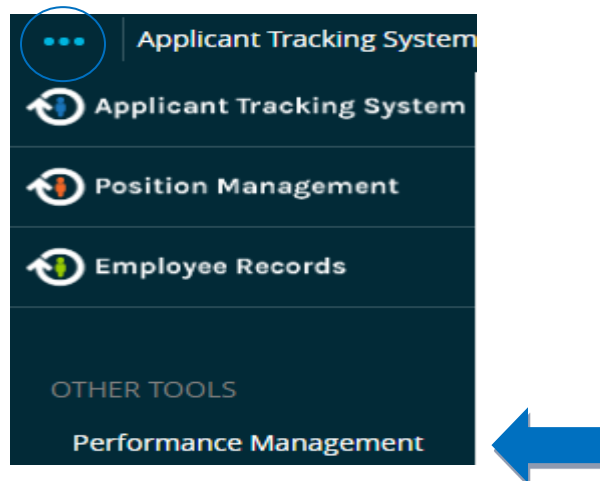


Getting Started

- 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**



- The Self Evaluation will be available in the Action Items list. If there is no option for Self Evaluation, then the program is not open yet. This action item is only available beginning **September 1 through October 25th**.

Completing the Self Evaluation

- **Job Duties:** select the appropriate ratings and enter comments for each Core Responsibility to reflect your interpretation of your performance for the past year. When complete, select **Next** at the bottom of the page.
- **Performance Goals:** enter comments on how you achieved or did not achieve your performance goals for the year. You can also use this section to suggest performance goals for the following year. When complete, select **Next** at the bottom of the page.
- **Special Assignments:** If you had special assignments select the appropriate ratings and enter comments to reflect your interpretation of your performance for the past year. When complete, select **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 your interpretation of your performance for the past year. When complete, select **Next** at the bottom of the page.
- **Overall Rating:** select the appropriate rating and enter comments to reflect your interpretation of your performance for the past year. When complete, select **Next** at the bottom of the page.
- **Attachments:** Attach any documents that support your Self Evaluation that you want your supervisor to consider. If you have been keeping progress notes in PAPERS, see the Progress Notes guide on accessing and printing to share.
- Complete the evaluation by selecting **Complete** at the bottom of the Overall Rating Tab to route the evaluation to the reviewer.

Your Self Evaluation will route to your supervisor for review. Let your supervisor know that you have completed your Self Evaluation.