

## Employee FAQs

1. Why don't I have anything under Historical Evaluations?
  - October 2007 is the first evaluation we are doing on-line using PAPERS. When that evaluation is complete, it will appear in the historical evaluations. From this time forward, evaluations will be stored on-line and accessible at any time by the employee or the supervisor.
  - Evaluations prior to October 2007 are in hard copy form and on file in Human Resources.
  
2. I can't access my evaluation.
  - Employees cannot see their evaluation until their supervisor has submitted it to them. When this has been done, employees should receive an email alerting them that the evaluation has been submitted to them for their review.
  - Once your supervisor has submitted your evaluation to you, you will find it by clicking on "Pending Evaluations."
  
3. Who can see my evaluation?
  - Your evaluation can be seen by your direct supervisor, the reviewer and by you. Select Human Resources staff also have access to all evaluations as part of their job responsibilities.
  
4. Self-evaluations; how do we do those in PAPERS?
  - Self-evaluations are not done in PAPERS. Employees and their supervisors can decide on a format for the self-evaluation and handle that outside of PAPERS.
  
5. Self-evaluations; are we required to do a self-evaluation?
  - Supervisors are required to give their employees the opportunity to submit a self-evaluation.
  - An employee is not required to submit one.
  - Human Resources strongly encourages employees to take the opportunity to do a self-evaluation.