

## Supervisor and Reviewer FAQs

1. How do I attach documents to the performance evaluation?
  - There is a tab within the performance evaluation “Attach Documents” where you can attach either the:
    - Acknowledgement of Extraordinary Contribution
    - Notice of Improvement Needed/Substandard Performance
  - From the “Attach Documents” tab click the “Attach” link to the left of the document type you want to attach.
  - Click on the “Browse” button to access your files for uploading.
  - Find the document you want to attach from your list of files and double click on that document
  - The document name with the path will appear in the “File” box.
  - Click on the “Attach” button
  - The next screen will ask you to “Confirm” the attachment or allow you to “Go Back”.
  - You should get the message “Document Successfully Attached”
  - Back on the “Attach Documents” tab, in the far right column, the message will say “Attached” next to the document.
  - The attached documents do not need to include signatures. We are trusting that supervisors and departments have followed the procedures and that signed copies of these documents are in the department’s files.
  - A post audit will be conducted in November. HR will randomly select evaluations with attachments and contact the department for the original signed document.
2. Why do I keep getting the “No Results Found” response when I am searching for my employee’s PD?
  - The best way to get to your employee’s PD to begin the evaluation is to enter just one of the pieces of information on the search screen such as position number or last name. Don’t forget that our position numbers are six characters and end with the letter A. If you leave off the A, you will get “No Results Found.” If you are trying to put in all the information on that search screen, UIN, first name, last name, position number and role title you could make a mistake on any one piece of information and you will get the “No results found” message.
3. 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.
4. Self-evaluations; are employees 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.
5. The ratings and comments that I entered were not saved. What happened?
    - The rating and comments for each core responsibility must be saved for each core responsibility by clicking on “Save Changes” at the bottom of the edit page. You must also “Save” the evaluation before you exit the system by choosing the “Save Without Submit” option from the summary or preview page.
  6. I can't find the evaluation that I started. What has happened?
    - If you start an evaluation and need to stop before you are finished, you must SAVE the evaluation before exiting from PAPERS. You can do this by clicking on the “Preview Evaluation” box at the bottom of any page. Once on the preview page, select “Save Without Submitting” and then click on the “Continue” box. And then click on “Confirm.” If you exit without performing a “Save Without Submitting” status change, your edits will be lost.
    - If you began an evaluation and saved it properly, you access it by clicking on “Pending Evaluations” from the menu on the left.
    - If you cancel out of an evaluation, you will lose all the changes you have made during your current session.
  7. I clicked on “Save and Stay on this Page” and then clicked on Cancel to exit from PAPERS. All my edits were lost. What happened?
    - “Save and Stay on this Page” saves those edits on that page only as long as you stay in the evaluation. The “Cancel” option is to be used only when you want to cancel everything you have done to this evaluation during this session or since your last “Save Without Submit” action. Also, if you just log out of the system or get timed out of the system, you can lose the edits for that session. There is no way for Human Resources to recover those edits.