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

12 Month Probationary Review

- When the employee has been with the university for 11 months, the supervisor will receive an email notification to complete the 12 month evaluation in PAPERS.
• Log in to PAPERS (see Getting Started above) and select **Supervisor Evaluation – 12 Month** to begin.

**NOTE:** If there are performance issues that need to be addressed, please consult with Employee Relations before drafting a probationary evaluation. This is especially important if you are planning on giving an overall rating of **Below Contributor**.

• Complete all tabs available (attachments are optional)

**NOTE:** The probationary period can be extended up to 180 days. Consult with Employee Relations if an extension to the probationary period is needed.

• When ready to submit, use the blue Actions button on the upper right of the screen and select **Complete**.

• Select the **Home** button on the upper left hand side of the page.

• Select **Route Evaluation to Employee – 12 Month** from your Action Items list

• Select **Complete** to route the 12 month probationary evaluation to the employee.
Employee Acknowledges Performance Evaluation

- The employee logs in to PAPERS (see Getting Started above) and will see the action item Employee Acknowledges Evaluation.
- The employee may add comments and acknowledge the evaluation by selecting Acknowledge at the bottom of the page.

**NOTE:** This completes the Probationary Conclusion Program and the employee’s probationary period. The employee will move from probationary to classified on their anniversary date.

*Please contact Employee Relations well before the anniversary date if probation needs to be extended or if separation is anticipated. These actions must be completed BEFORE the employee’s anniversary date.*