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

![Monarch-Key Login]

- Click the three dots and select Performance Management

![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.*