PAPERS7 User Guide

PROBATIONARY EMPLOYEE PERFORMANCE MANAGEMENT

PROBATIONARY CONCLUSION PROGRAM

Department of Human Resources
Getting Started

- Start at the Human Resources home page: [http://www.odu.edu/humanresources](http://www.odu.edu/humanresources)
  - Select the PAPERS link on the right side of the page
  - Select Login into PAPERS7 System and login using the Monarch-Key Login
    - Use your Midas ID and password to login

- Select “Go to 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 PAPERS7.
- Log in to PAPERS7 (see “getting started” above) and select “Supervisor Evaluation – 12 Month” to begin.

  ![Supervisor Evaluation - 12 Month](image)

**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)

  ![Comments on Overall Progress](image)

**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 side of the screen and select “Complete”.

Department of Human Resources
Select the “Home” button on the upper left 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 PAPERS7 (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.*