PERFORMANCE MANAGEMENT

PROGRESS NOTES

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

![Monarch-Key Login](image1.png)

- Select “Go to Performance Management”

![Go to Performance Management](image2.png)

Accessing Progress Notes for Employee

- Select “My Employees’ Reviews” on the left hand side of the page.

![My Employees’ Reviews](image3.png)

- Select “View Review” on the right hand side of the page to access Progress Notes for the employee.

![View Review](image4.png)

- Select “Progress Notes”

![Progress Notes](image5.png)

- Add progress notes as needed.

*NOTE: Progress notes are only visible to the user. They are not viewable by anyone else. To share saved progress notes use CTRL+P to print.*