REFRESHING A POSITION

DESCRIPTION

Department of Human Resources
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 into PAPERS System and login using the Monarch-Key Login
- Use your Midas ID and Password to login

- Click the three dots and select “Performance Management”

Refreshing the Position Description
You should refresh the PD for your classified employees prior to beginning an evaluation. Once the evaluation process has been started, a PD cannot be refreshed. To refresh a PD:
  - Select “My Employee’s Reviews”
  - Select “Staff Annual Program” for the employee whose PD needs to be refreshed
  - Select “Plan”
• Select the blue “Actions” button and select “Revise”

![Actions](image)

• On the right side of the page use the option to “Refresh Job Duties From” select the correct job title and select “Apply.” Complete this action on each tab to update the PD for your Supervisor Evaluation.

![Refresh Job Duties from TRADES/UTILITIES SENIOR](image)

• Select the “Special Assignments” tab and refresh the duties again.

![Special Assignments](image)

• Select the “Behavioral Competencies” tab and refresh the duties again.

![Behavioral Competencies](image)

**NOTE:** Each time you refresh a tab on the PD you will receive this warning message:

![Warning Message](image)

Select “OK”.

*Each time a section is successfully refresh you will see the following confirmation at the top of the screen:*

![Confirmation Message](image)

• Once the PD has been refreshed, you can begin completing the evaluation.