WELCOME

2026 Classified Employee PAPERS Self-Evaluation Guide

A step-by-step guide to completing your self-evaluation in PAPERS, one tab at a time.

START HERE

Log into PAPERS

KS

Meet Kate Simmons

Administrative Assistant for Continual Development

Kate is a fictional employee who provides administrative support in Academic Affairs. She coordinates Provost-sponsored events, schedules, records, communications and campus partnerships. She will be used to provide **screenshots and examples** throughout this document.

DON'T SEE YOUR SELF-EVALUATION IN PAPERS?

Email hrdept@odu.edu for help.

Open Your Self-Evaluation in PAPERS

PART 1 Sign In

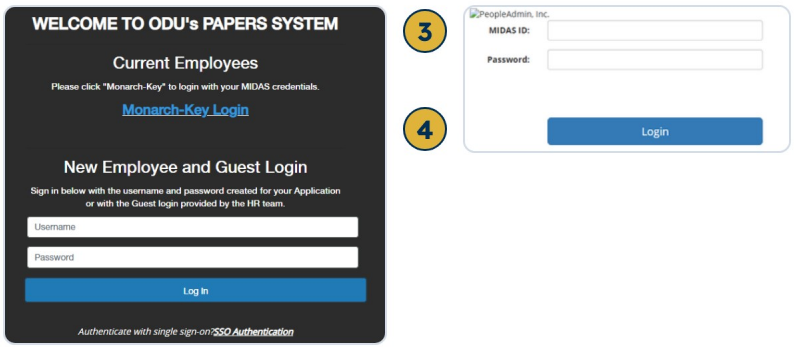
1. **Log into PAPERS.**

   You will need: your MIDAS ID and password

2. **Click** the Monarch-Key Login link under Current Employees.

3. **Enter** your MIDAS ID and password.

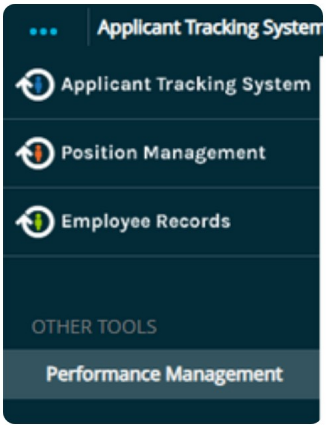
4. **Click** Login.



PART 2 Go to Performance Management

5. **Click** the three dots (•••) in the upper-left corner.

6. **Click** Performance Management under Other Tools.



PART 3 Open Your Self-Evaluation

7. **View** your Action Items.

8. **Click** your Self-Evaluation.

9. Your **Self-Evaluation** opens in PAPERS.

Job Duties REVIEW ONLY

WHERE YOU ARE

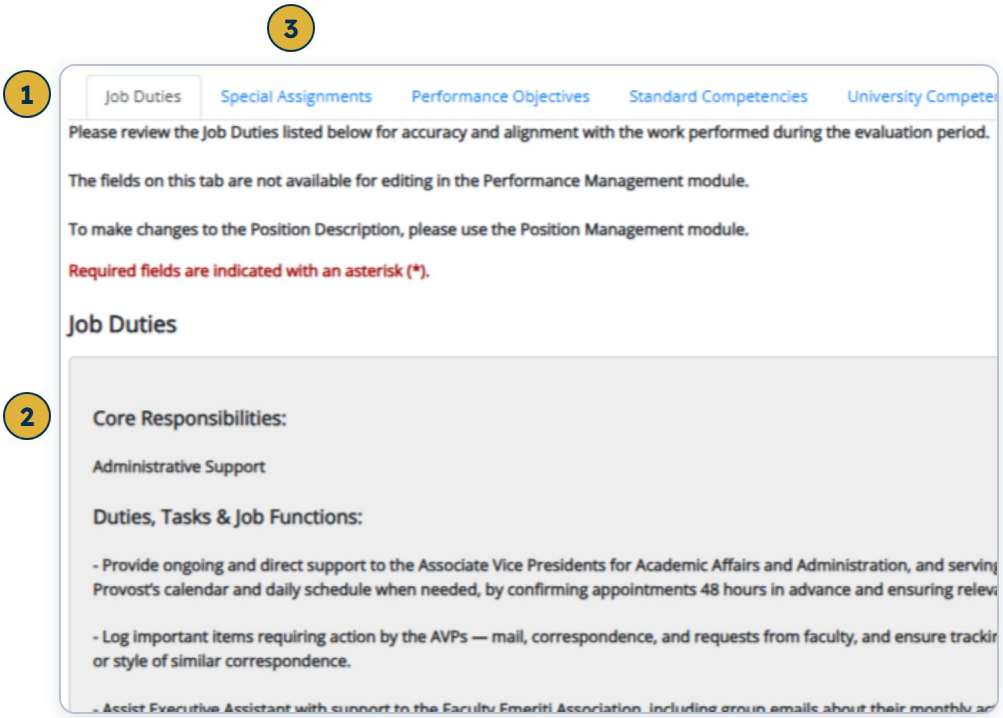
1	2	3	4	5	6	7
Job Duties	Special Assignments	Performance Objectives	Standard Competencies	University Competencies	Development Plan	Overall Rating

ABOUT THIS TAB

- Shows information pulled directly from your Position Description (PD).
- **No action is required.** This tab is for information only.
- Review it to understand the responsibilities of your position.
- Fields are view-only and cannot be edited.

Steps in PAPERS

1. **Click** the Job Duties tab.
2. **Review** your job duties.
3. **Click** the next tab, Special Assignments.



Special Assignments REVIEW + COMMENT

WHERE YOU ARE

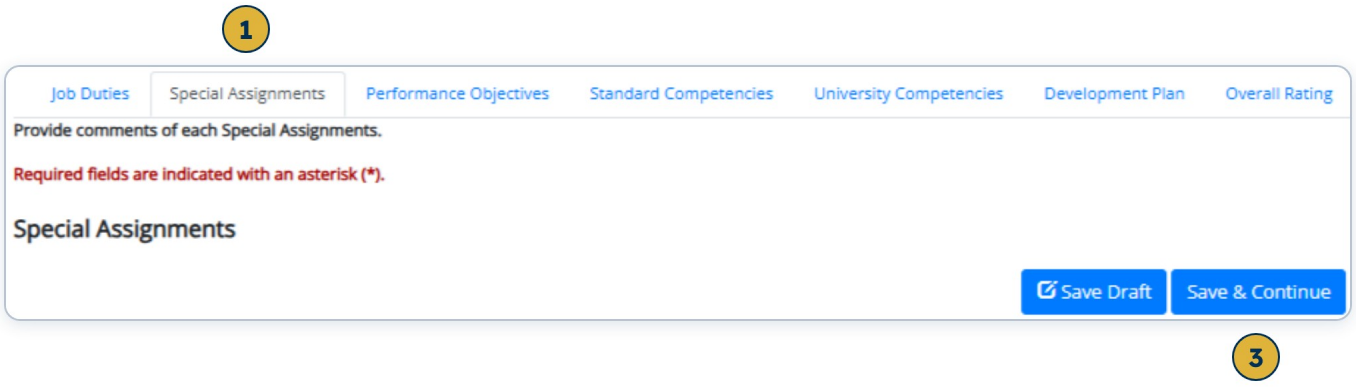
1 ✓ Job Duties	2 Special Assignments	3 Performance Objectives	4 Standard Competencies	5 University Competencies	6 Development Plan	7 Overall Rating

ABOUT THIS TAB

- Pulled directly from your Position Description (PD).
- **Comment** on any Special Assignments listed.
- **Not rated** during the **Evaluation Phase**.

Steps in PAPERS

1. **Click** the Special Assignments tab.
2. **Review and comment** on any Special Assignments that have been populated on this screen.
3. **Click** Save & Continue.



Note: This employee has no Special Assignments, so no content is viewable in PAPERS.

Performance Objectives RATE + COMMENT

WHERE YOU ARE

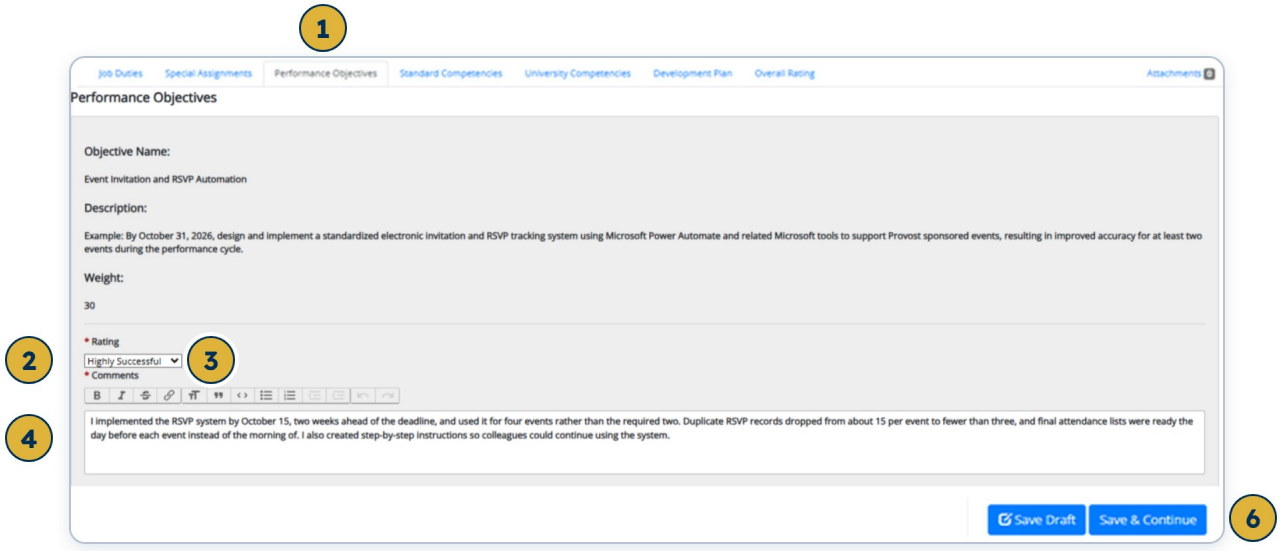
1 ✓ Job Duties	2 ✓ Special Assignments	3 Performance Objectives	4 Standard Competencies	5 University Competencies	6 Development Plan	7 Overall Rating

ABOUT THIS TAB **80% of your overall rating**

- Set at the beginning of the Performance Cycle during the **Planning Phase**.
- Make up **80%** of the calculated overall rating.
- **Rated** during the **Evaluation Phase**, each one individually.
- Comments need specific examples and evidence that support your rating.

Steps in PAPERS

1. **Click** the Performance Objectives tab.
2. **Click** the down arrow in the Rating field.
3. **Select** the rating that best reflects your performance. (Rating scale on the next page.)
4. **Click** in the Comments box and **enter** comments that support your rating. (Comment tips on the next page.)
5. **Repeat** steps 2–4 for each performance objective.
6. **Click** Save & Continue.



Performance Objectives RATE + COMMENT

The Rating Scale

E	**Extraordinary** – the employee consistently exceeded the expectations of the performance objective and competency.
HS	**Highly Successful** – the employee exceeded the expectations of the performance objective and competency some of the time.
S	**Successful** – the employee consistently met the expectations of the performance objective and competency.
PS	**Partially Successful** – the employee occasionally met the expectations of the performance objective and competency but was not consistent and at times did not meet the expectations.
U	**Unsuccessful** – the employee did not meet the expectations of the performance objective and competency.

Kate's Comment, Broken Down

Rated **Highly Successful**

- **a** Use specific examples and evidence of your accomplishments.
- **b** Highlight results, contributions and impact.
- **c** Explain how your work supports the selected rating.

I implemented the RSVP system a by October 15, **two weeks ahead of the deadline,** c and **used it for four events rather than the required two.** c

Duplicate RSVP records dropped from about 15 per event to fewer than three, b and **final attendance lists were ready the day before each event instead of the morning of.** b

I also **created step-by-step instructions so colleagues could continue using the system.** b

Performance Objectives RATE + COMMENT

ASK YOURSELF

Does my evidence show that I exceeded the expectation, or that I consistently exceeded it?

How Kate's Evidence Lines Up with Each Rating

S

Successful

Kate **achieved** the established objective.

HS

Highly Successful

Kate **exceeded** the established objective in several measurable ways.

E

Extraordinary

Kate showed a **sustained pattern** of exceeding the established objective, supported by evidence across the performance cycle.

Same Objective, Two Ratings

Highlighted = evidence of a sustained pattern

HS **Highly Successful comment**

I implemented the RSVP system by October 15, **two weeks ahead of the deadline,** and used it for **four events rather than the required two.** Duplicate RSVP records dropped from about 15 per event to fewer than three, and final attendance lists were ready the day before each event instead of the morning of. I also created step-by-step instructions so colleagues could continue using the system.

E **Extraordinary comment**

I implemented the RSVP system by October 15, ahead of the October 31 deadline, and used it for six Provost-sponsored events rather than the required two. Across all six events, duplicate RSVP records remained below three per event, compared with approximately 15 under the previous process, and final attendance lists were consistently available at least one day in advance. Throughout the remaining performance cycle, I continued refining the workflow based on event needs and feedback, and supported colleagues in adopting the process for their events. These improvements established a reliable, repeatable approach to RSVP management that consistently exceeded the original expectations for event volume, accuracy, and efficiency.

Standard Competencies RATE + COMMENT

WHERE YOU ARE

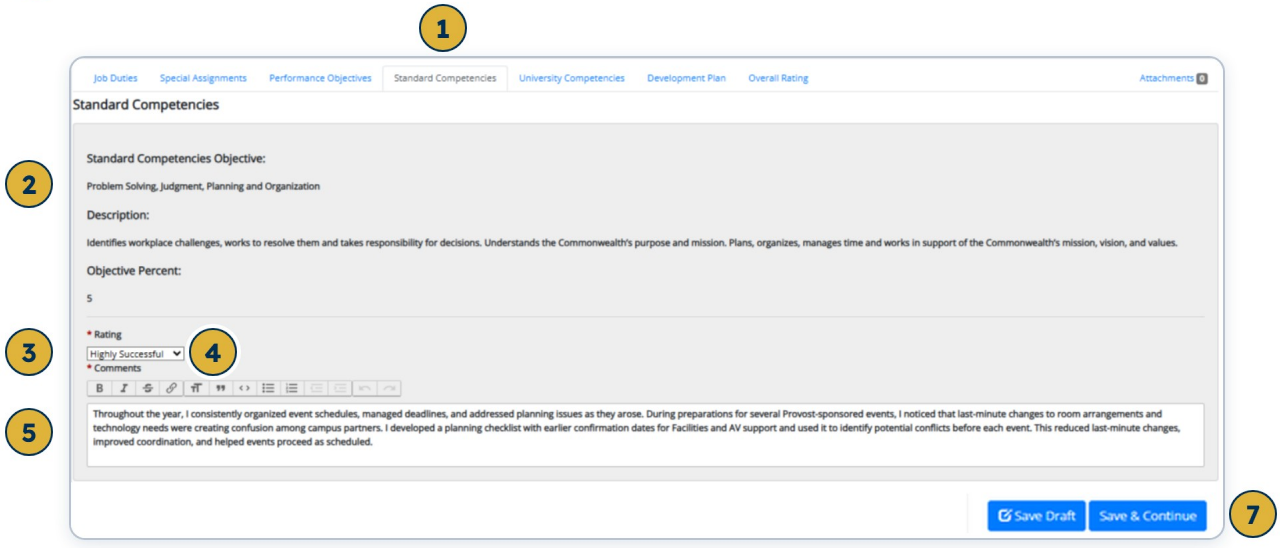
1 ✓ Job Duties	2 ✓ Special Assignments	3 ✓ Performance Objectives	**4 Standard Competencies**	5 University Competencies	6 Development Plan	7 Overall Rating

ABOUT THIS TAB **20% of your overall rating · 5% each**

- **Statewide expectations** set for all classified employees.
- Select a rating for each competency based on your performance this period.
- **Rated** during the **Evaluation Phase**.
- Comments need examples of your **behaviors, actions and contributions**.

Steps in PAPERS

1. **Click** the Standard Competencies tab.
2. **Find** Competency 1: Problem Solving, Judgment, Planning and Organization.
3. **Click** the down arrow in the Rating field.
4. **Select** your rating. (Rating scale on page 6.)
5. **Click** in the Comments box and **enter** comments that support your rating.
6. **Repeat** steps 3–5 for each Standard Competency.
7. **Click** Save & Continue.



Standard Competencies RATE + COMMENT

WHAT ARE STANDARD COMPETENCIES?

Standard Competencies are **statewide expectations** established for classified employees. They define the core knowledge, skills, behaviors and professional expectations for effective performance.

Example – Competency 1: Problem Solving, Judgment, Planning and Organization

5%

"Identifies workplace challenges, works to resolve them and takes responsibility for decisions. Understands the Commonwealth's purpose and mission. Plans, organizes, manages time and works in support of the Commonwealth's mission, vision, and values."

Problem Solving
Identifies challenges and works to resolve them

Judgment
Takes responsibility for decisions

Planning and Organization
Plans, organizes and manages time

Kate's Comment, Broken Down

Rated **Highly Successful**

a **Use specific examples and evidence of your accomplishments.**

b **Highlight results, contributions and impact.**

c **Explain how your work supports the selected rating.**

Throughout the year, I **consistently organized event schedules, managed deadlines, and addressed planning issues** as they arose. a

During preparations for several Provost-sponsored events, I **noticed that last-minute changes to room arrangements and technology needs were creating confusion** among campus partners. a

I **developed a planning checklist with earlier confirmation dates** for Facilities and AV support and **used it to identify potential conflicts before each event.** c

This **reduced last-minute changes, improved coordination, and helped events proceed as scheduled.** b

University Competencies

COMMENTS REQUIRED

WHERE YOU ARE

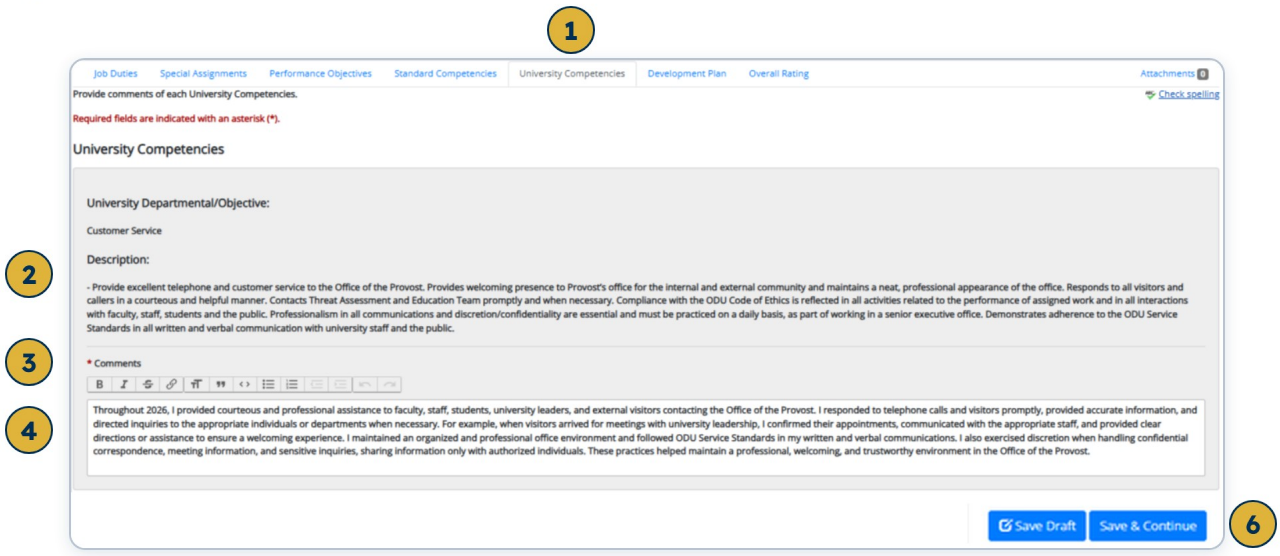
1 ✓ Job Duties	2 ✓ Special Assignments	3 ✓ Performance Objectives	4 ✓ Standard Competencies	5 University Competencies	6 Development Plan	7 Overall Rating

ABOUT THIS TAB

- Describe **University-wide expectations** that may differ by position or department.
- Review the competencies and expectations listed in your individual Performance Plan.
- **Not rated** during the **Evaluation Phase**.
- **Comments are required** for each listed competency to show how you demonstrated the expected behaviors during the performance cycle.

Steps in PAPERS

1. **Click** the University Competencies tab.
2. **Review** the expectations for the first competency.
3. **Click** in the Comments box for that competency.
4. **Enter** a comment describing how you demonstrated the expectations, using specific examples from your work.
5. **Repeat** these steps for each University Competency listed.
6. **Click** Save & Continue when all comments are complete.



Development Plan

COMMENT REQUIRED

WHERE YOU ARE

1 ✓ Job Duties	2 ✓ Special Assignments	3 ✓ Performance Objectives	4 ✓ Standard Competencies	5 ✓ University Competencies	6 Development Plan	7 Overall Rating

ABOUT THIS TAB

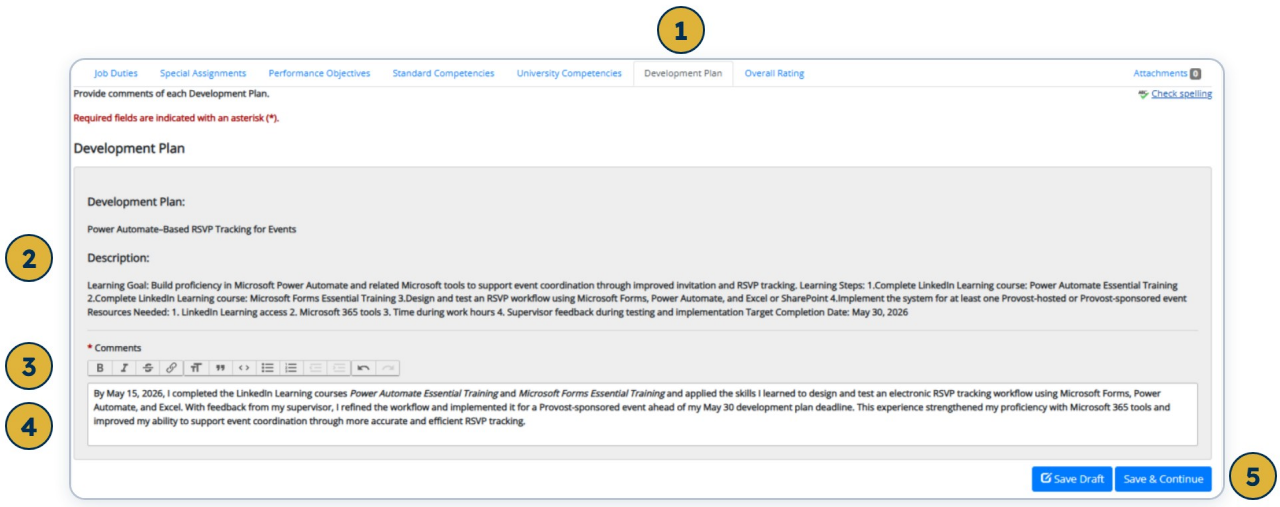
- The Employee Development Plan identifies **learning goals and development activities** set during the **Planning Phase**.
- **Not rated** during the **Evaluation Phase**.
- **A comment is required** to document your progress toward the development goals in your Performance Plan.

Steps in PAPERS

1. **Click** the Development Plan tab.
2. **Review** your development goal and learning steps.
3. **Click** in the Comments box.
4. **Enter** a comment describing your progress toward your development plan.
5. **Click** Save & Continue.

YOUR COMMENT SHOULD DESCRIBE

- ✓ Development activities you completed
- ✓ Skills or knowledge you gained
- ✓ How you applied your learning



Overall Rating RATE + COMMENT

WHERE YOU ARE

1 ✓ Job Duties	2 ✓ Special Assignments	3 ✓ Performance Objectives	4 ✓ Standard Competencies	5 ✓ University Competencies	6 ✓ Development Plan	7 Overall Rating

ABOUT THIS TAB

- The Overall Rating reflects your performance across the **entire evaluation cycle**, considering both your results and how you demonstrated the expected workplace behaviors.
- **Rated and commented on** during the **Evaluation Phase**.

How your overall rating is calculated



NOT RATED **University Competencies** and **Development Plan** are not rated, but your comments there add valuable context about your contributions, professional behaviors, learning and growth.

- Your **Overall Comment** should summarize your most significant contributions and explain how your performance across the cycle supports your selected rating.

EMPLOYEE REMINDER: WRITING YOUR OVERALL COMMENT

Focus on

- ✓ The overall pattern of your performance
- ✓ Your most meaningful contributions
- ✓ How the evidence supports your selected rating

Avoid

- ✗ Repeating every individual objective or competency comment

Overall Rating RATE + COMMENT

Steps in PAPERS

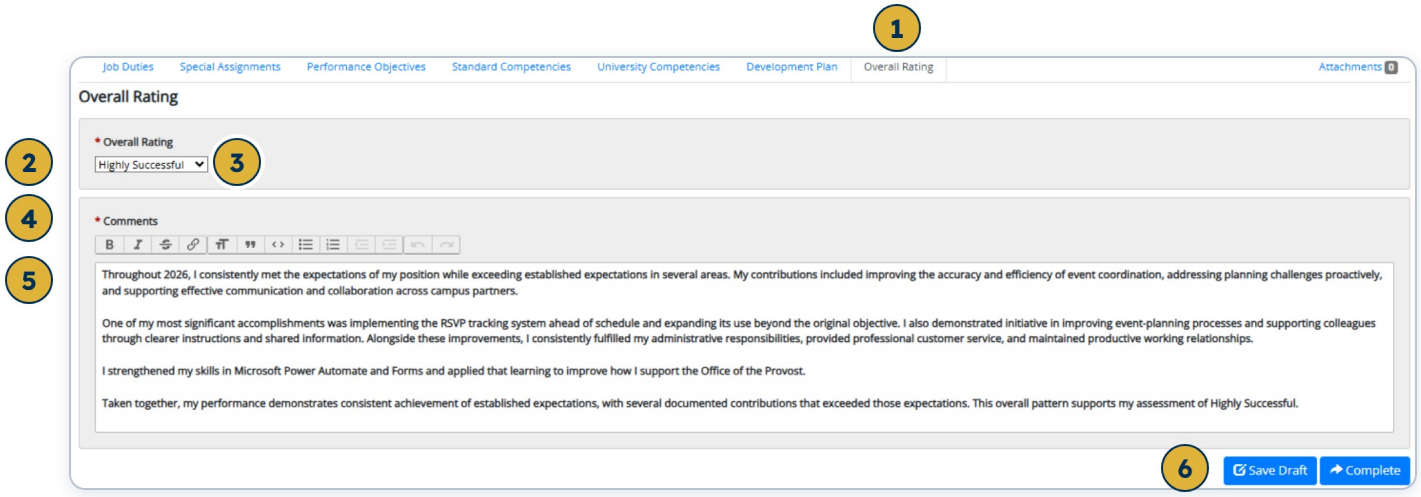
1. **Click** the Overall Rating tab.
2. **Click** the dropdown arrow beside Rating.
3. **Select** the rating that best reflects your overall performance. (Rating scale on page 6.)
4. **Click** in the Comments box.
5. **Enter** a comment summarizing your overall performance, significant contributions and evidence supporting your rating.
6. **Choose** one of the following:

Save Draft

Saves your work so you can come back and **review your entire self-evaluation** before submitting.

Complete

Submits your self-evaluation when you have reviewed all sections and are ready to send it forward.



IMPORTANT Select **Complete** only when your **entire** self-evaluation is ready for submission.