

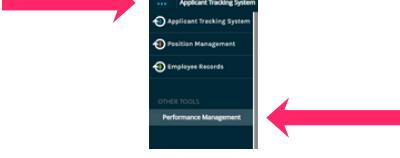
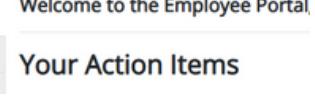
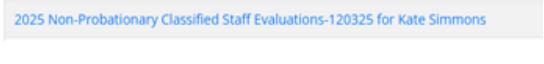
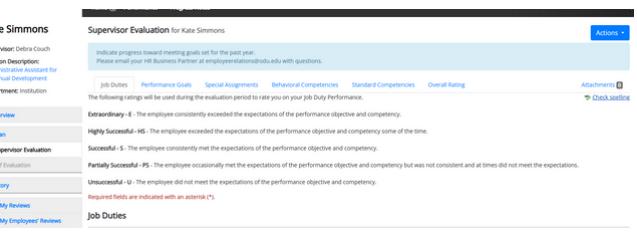


# PAPERS 7 SUPERVISOR GUIDE

## COMPLETING THE 2025 EVALUATION PLAN

### **NON-PROBATIONARY CLASSIFIED EMPLOYEE**

- This simple guide supports supervisors in completing the 2025 Classified Evaluation performance plan in PAPERS.
- The 2025 Evaluation Plan does not include a **Future Goals** section as in prior years. Performance objectives for 2026 will be created under a separate 2026 Performance Plan.

<p>1 Log into <u>PAPERS</u></p>	
<p>2 Click on <b>Monarch-Key Login</b> link under Current Employees</p>	
<p>3 Enter your Midas ID and password Click Login</p>	
<p>4 Click on ellipses (upper left corner) and click on <b>Performance Management</b> under <b>OTHER TOOLS</b></p>	
<p><b>PLEASE NOTE: FOR THIS GUIDE FICTIONAL EMPLOYEE'S (KATE SIMMONS) 2025 EVALUATION PLAN WILL BE USED AS THE EXAMPLE FOR SCREENSHOTS</b></p>	
<p>5 Your employee's 2025 Evaluation should be listed under <b>Your Action Items</b> <i>If your employee's evaluation is not showing please contact: hrdept@odu.edu</i></p>	
<p>6 Click on the name of the employee's evaluation you are completing</p>	
<p>7 The employee's 2025 Evaluation Plan will open up</p>	

**STEP 1: REVIEW THE EMPLOYEE'S SELF-EVALUATION**

**Click on Self-Evaluation** to review the employee's submission (located in tab on left hand side)

Kate Simmons

Supervisor: Debra Couch

Position Description: Administrative Assistant for Continual Development

Department: Institution

Overview

Plan

Supervisor Evaluation

**Self Evaluation**

History

My Reviews

My Employees' Reviews

Kate Simmons

Supervisor: Debra Couch

Position Description: Administrative Assistant for Continual Development

Department: Institution

Overview

Plan

Supervisor Evaluation

**Self Evaluation**

Technical Note: If the Self Evaluation wording is grayed out this means that employee has not completed it.

**STEP 2: COMPLETING THE 2025 EVALUATION PLAN**

For 2025 and beyond, the State of Virginia has strengthened the performance evaluation process by adopting a clearer, more consistent 5-point rating system. PAPERS includes the definition of each rating directly within the evaluation tabs. The new ratings are: Extraordinary, Highly Successful, Successful, Partially Successful, and Unsuccessful.

**JOB DUTIES TAB****Click on Job Duties tab**

- Each job duty has transferred from the employee's position description.

**Rate and Comment**

- Click on the Rating dropdown box to select the appropriate rating.
- Enter comments explaining the basis for your rating.

**Click Save & Continue**

Save Draft
Save & Continue

## PERFORMANCE GOALS | SPECIAL ASSIGNMENTS | BEHAVIORAL COMPETENCIES TABS

## Click on Performance Goals tab

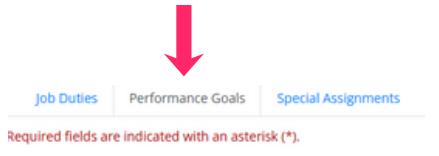
- This tab contains 2025 Future Goals carried forward if goals were created.

**Note: If there are no performance goals to rate jump to Click Save & Continue**

## Enter Comments

- **Performance goals are not assigned a rating.** Provide narrative comments describing progress and achievement of each goal.

## Click Save & Continue



## **Click on Special Assignments tab**

- This tab includes any special assignments designated during the evaluation cycle.

**Note: If there are no special assignments to rate jump to Click Save & Continue**

## Rate and Comment

- Click on the dropdown box and select the appropriate rating. Enter your comments in the box.

**Click Save & Continue**



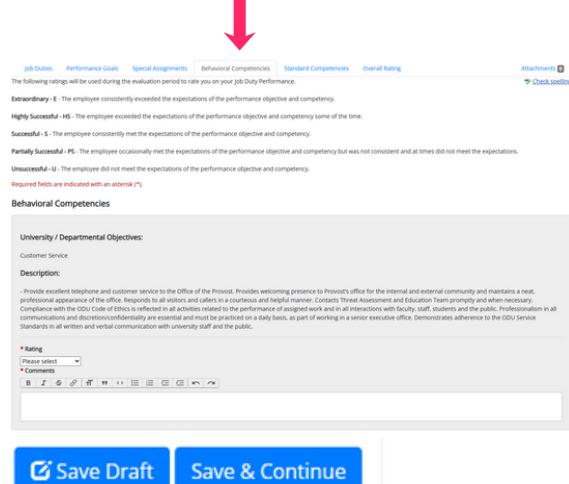
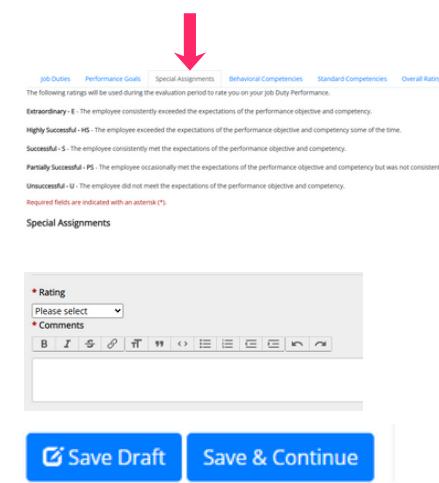
## Click on Behavioral Competencies tab

- This tab includes any University or Department-specific expectations.

## Rate and Comment

- Click on the dropdown box and select the appropriate rating for each competency. Enter your comments in the box.

### Click Save & Continue



## STANDARD COMPETENCIES TAB

### Click on Standard Competencies tab

- This tab is new beginning 2025 and forward. Standard Competencies are the observable core knowledge, behaviors, skills, and professional expectations that all classified state employees are expected to demonstrate in the performance of work.

### Rate and Comment

- Click on the dropdown box and select the appropriate rating for each of the four competencies. Enter your comments in the box after each rating.

### Click Save & Continue

Job Duties Performance Goals Special Assignments Behavioral Competencies Standard Competencies Overall Rating

Following ratings will be used during the evaluation period to rate you on your Standard Competencies:

Extraordinary - E - The employee consistently exceeded the expectations of the performance objective and competency.

Highly Successful - HS - The employee exceeded the expectations of the performance objective and competency some of the time.

Successful - S - The employee consistently met the expectations of the performance objective and competency.

Partially Successful - PS - The employee occasionally met the expectations of the performance objective and competency but was not consistent and at times did not meet the expectations.

Unsuccessful - U - The employee did not meet the expectations of the performance objective and competency.

Required fields are indicated with an asterisk (\*).

**Standard Competencies**

**Standard Competencies Objective:**  
Problem Solving, Judgment, Planning and Organization

**Description:**  
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.

**Rating**  
Please select

**Comments**

**Save Draft** **Save & Continue**

## OVERALL RATING TAB

### Click on Overall Rating tab

- This rating should reflect the employee's overall, year long performance.

### Rate and Comment

- Click on the dropdown box and select the appropriate rating. Enter your comments in the box.

Job Duties Performance Goals Special Assignments Behavioral Competencies Standard Competencies Overall Rating

Following ratings will be used during the evaluation period to rate you on your job Duty Performance:

Extraordinary - E - The employee consistently exceeded the expectations of the performance objective and competency.

Highly Successful - HS - The employee exceeded the expectations of the performance objective and competency some of the time.

Successful - S - The employee consistently met the expectations of the performance objective and competency.

Partially Successful - PS - The employee occasionally met the expectations of the performance objective and competency but was not consistent and at times did not meet the expectations.

Unsuccessful - U - The employee did not meet the expectations of the performance objective and competency.

Required fields are indicated with an asterisk (\*).

**Overall Rating**  
Please select

**Comments**

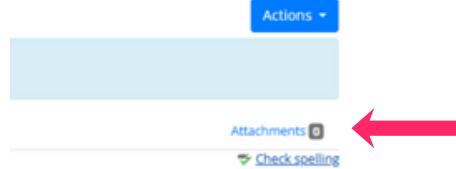
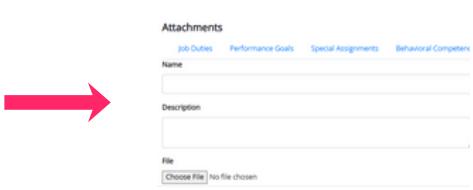
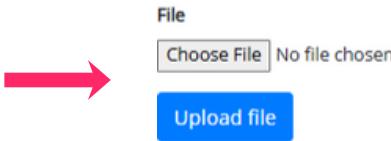
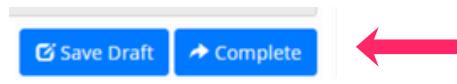
**Save Draft** **Complete**

## DO NOT HIT COMPLETE YET! DECISION POINT!

<p><b>Overall Ratings: Partially Successful, Successful, Highly Successful, or Extraordinary</b></p> <p><b>No documentation is required to be attached for these overall ratings.</b></p>	<p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>If you need to <b>edit or review, click Save Draft</b>.           <ul style="list-style-type: none"> <li>Go back to the tabs that need editing, once edited, come back to the Overall Ratings tab and click <b>Complete</b></li> </ul> </li> <li>If the evaluation is ready to go to the <b>Reviewer, click Complete</b>.</li> <li>Evaluation will be sent to Reviewer in PAPERS.</li> </ul>
<p><b>Overall Rating: Unsuccessful</b></p> <p><b>This rating requires supporting documentation.</b></p>	<p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>Click Save Draft.</li> </ul>

**Save Draft** **Complete**

### Documentation Needed for Unsuccessful Rating

<p>For an <b>overall rating of Unsuccessful</b> one of the following attachments will need to be uploaded to the employee's evaluation plan in PAPERS.</p> <ul style="list-style-type: none"> <li>Written Notice (Group I, II, or III) issued during the performance cycle</li> <li>Performance Improvement Plan (should be in progress)</li> </ul>	<p>Note: These procedures are new as of the 2025 Policy 1.40 update. Before 2025, supporting documentation was required for both Extraordinary Contributor and Below Contributor overall ratings.</p> <ul style="list-style-type: none"> <li>Documentation is no longer required for Extraordinary performance.</li> <li>Notice of Substandard Performance/Improvement Needed form was removed by the State and is no longer being used.</li> </ul>
<p><b>Upload an Attachment</b></p> <ul style="list-style-type: none"> <li>Click on <b>Attachments</b></li> </ul>	
<ul style="list-style-type: none"> <li>Click on <b>New Attachment</b></li> </ul>	
<ul style="list-style-type: none"> <li>Click on Name field <ul style="list-style-type: none"> <li>Enter name of file</li> </ul> </li> <li>Click on Description field <ul style="list-style-type: none"> <li>Enter a description of the file</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>Click on <b>Choose File</b></li> <li>Click on your file in your file location</li> <li>Click on <b>Upload file</b></li> </ul>	
<ul style="list-style-type: none"> <li>Click on <b>Overall Rating tab</b></li> <li>Click <b>Complete</b></li> </ul>	

**STEP 3: REVIEW OF EVALUATION BY REVIEWER**

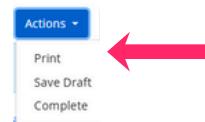
- The reviewer (typically your immediate supervisor) will receive an email notifying them of an action item due in PAPERS.
- The reviewer will either suggest Edits or Approve.
- PAPERS will route the evaluation back to supervisor for the appropriate action.

**STEP 4: EVALUATION RETURNED TO SUPERVISOR****Returned for Changes**

- The evaluation will return to your queue in PAPERS, you will be will be notified by email.
- Access the employee's evaluation.
- Reviewer comments will be visible above tabs.
- Process edits needed in appropriate tabs and Click Save and Continue under the tab you are working on.
- Click on Actions dropdown button and Click on Complete.
- The cycle will begin again > Evaluation routes to Reviewer > Reviewer Approves > Evaluation routed to Employee to Acknowledge

**Evaluation Approved**

- If the Reviewer approved the evaluation with no edits, PAPERS **will route the evaluation back to the employee for acknowledgement.**
- Schedule meeting with employee to review and discuss the evaluation before employee formally acknowledges the evaluation in PAPERS.
- Click on **Actions** dropdown button and choose **Print** to print a copy of the evaluation to review and share.

**STEP 5: EMPLOYEE ACKNOWLEDGES EVALUATION**

After reviewer approval, PAPERS automatically routes the evaluation to the employee for acknowledgment. Supervisors are expected to meet with the employee to discuss the evaluation **before the employee completes the acknowledgment step in PAPERS.**

If an employee wishes to appeal the evaluation, they should contact:  
HR Services Team | 757-683-3042 | [employeerelations@odu.edu](mailto:employeerelations@odu.edu)