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 PAPERS System**
- Click **Monarch-Key Login**
- Use your Midas ID and Password to login
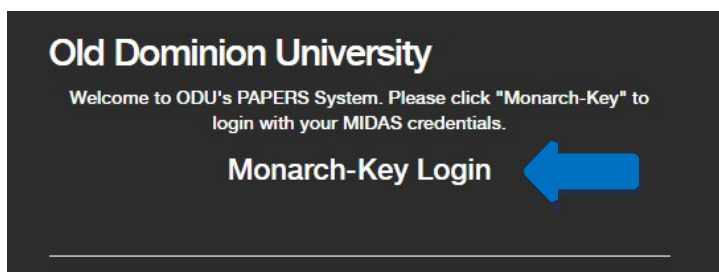
- Click the three dots and select **Performance Management**
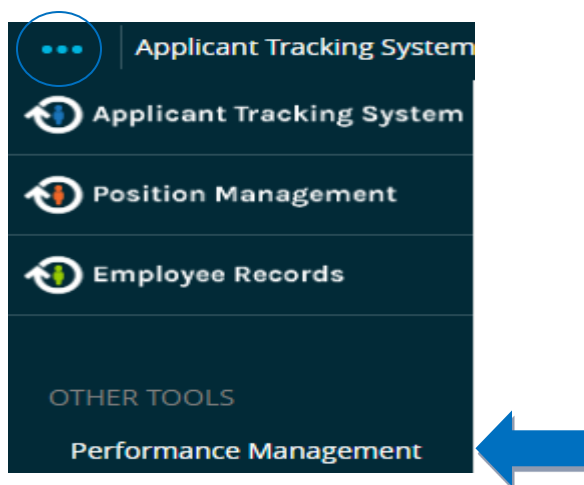
Refreshing the Position Description

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.

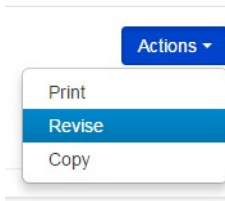**To Refresh a Position Description:**

- Select **My Employees' Reviews** on the left hand side of the page.

  📁 My Employees' Reviews

- Select the **Staff Annual Program** for the employee whose PD needs to be refreshed.
- Select **Plan** on the sidebar.

 | Plan |
  |---|
  | Supervisor Evaluation |
  | Self Evaluation |
  | Approvals & Acknowledgements |

- Click the blue **Actions** button and select **Revise**.

  Actions ▾
  Print
  Revise
  Copy

- 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 ▾   Apply

- Select the **Special Assignments** tab and refresh the duties again.

  Special Assignments

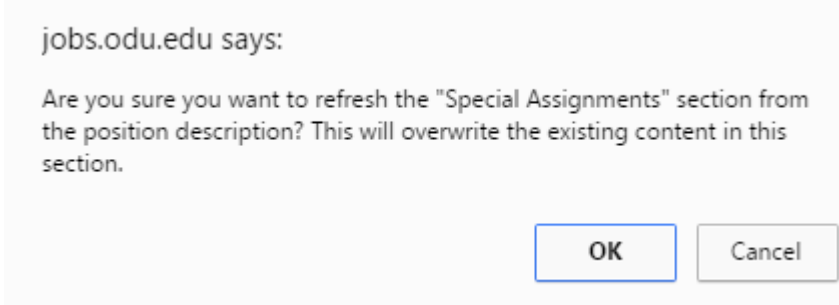 Refresh Job Duties from   TRADES/UTILITIES SENIOR ▾   Apply
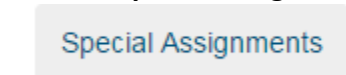
Select the **Behavioral Competencies** tab and refresh the duties again.

Behavioral Competencies

Refresh Job Duties from   TRADES/UTILITIES SENIOR ▾   Apply

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

jobs.odu.edu says:

Are you sure you want to refresh the "Special Assignments" section from the position description? This will overwrite the existing content in this section.

OK   Cancel

Click **OK**

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

The "Special Assignments" section has been refreshed from the position description.

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