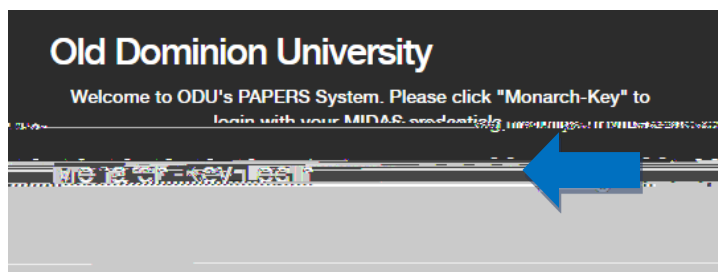
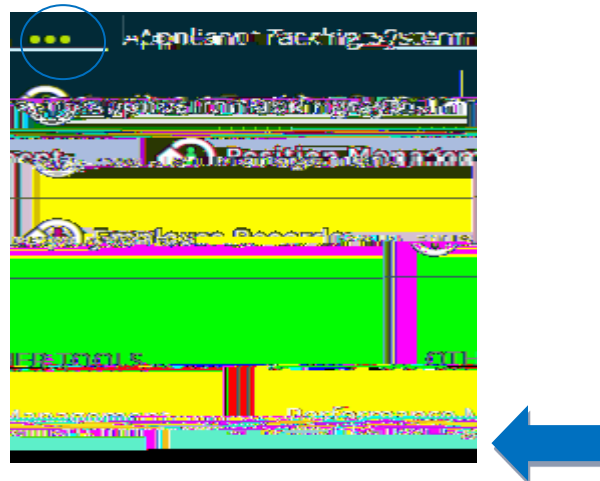


## Getting Started

- 
- PAPERS
- Login PAPERS System
- Monarch-Key Login
- 



## Performance Management



## Manager Creates Plan for New Employee

*name* Probationary Program – for *employee*  
Manager Creates Plan – New Employee

Manager Creates Plan - New Employee



# PAPERS User Guide: PROBATIONARY PROGRAM CLASSIFIED EMPLOYEES



## PAPERS User Guide: PROBATIONARY PROGRAM CLASSIFIED EMPLOYEES

### Reviewer Review Plan/Approve Task for New Employee



## Employee Acknowledges Plan

Getting Started

Acknowledge Plan

Acknowledge

## Six Month Probationary Review

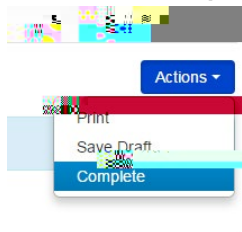
Getting Started

Supervisor Evaluation – 6 month

**NOTE:** If there are performance issues that need to be addressed, please consult with Employee Relations before drafting a probationary evaluation. This is especially important if you are planning on giving an overall rating **Below Contributor**.

Comments on Overall Progress   Overall Rating   Employee Development Plan   Attachments

Complete



A screenshot of a document toolbar with the following items: a blue 'Actions' dropdown menu, a 'Print' button, a 'Save Draft...' button, and a blue 'Complete' button.

Home



A screenshot of a navigation bar with a dark background. It contains a 'Home' button with a '6' notification badge and a 'Performance' dropdown menu.

