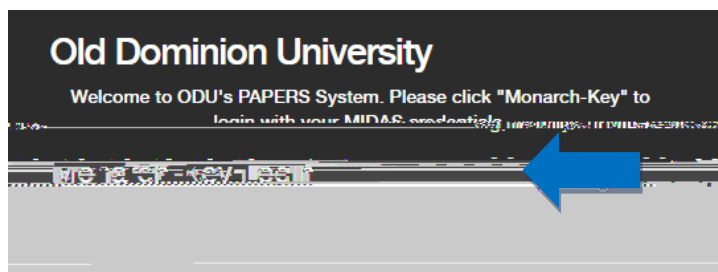
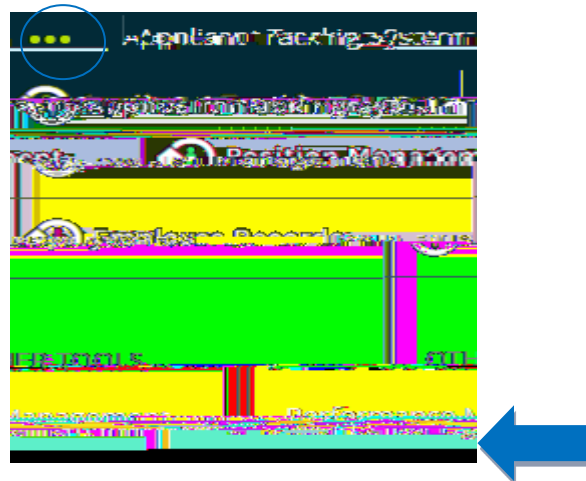


Getting Started

- 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**



- Select **Supervisor Evaluation** from the Your Action Items list

Supervisor Evaluation

- Prior to beginning the evaluation select **Self Evaluation** on the left side of the page and review the employee's Self Evaluation.



- o For Extraordinary Contributor one or more of the following forms must be attached:
 - f* Immediate Recognition Bonus form issued during the relevant performance year.
 - f* Acknowledgement of Extraordinary Contribution Form issued during the relevant performance year.
- o For Below Contributor one or more of the following forms must be attached:
 - f* Written Notice (Group I, II, or III) issued during the relevant performance year.
 - f* Notice of Improvement Needed/Substandard Performance issued during the relevant performance year.

Complete the evaluation by selecting **Complete** at the bottom of the Overall Rating Tab to route the evaluation to the reviewer.

Reviewing the Evaluation (Reviewer)

- The reviewer will receive an email notification that there is an action item in PAPERS which needs to be completed. Once logged in, select **Performance Management** and then **Review Evaluation/Approval Task** to review the evaluation.

- The only field available for editing is the **Comment** located at the



PAPERS User Guide: ANNUAL EVALUATION CLASSIFIED EMPLOYEES

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