PAPERS User Guide: PERFORMANCE PLAN CLASSIFIED EMPLOYEES

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

Creating the Performance Plan (Supervisor)

- SelectManager Creates Plan

- From this point the supervisor will be able to view the core responsibilities from the position description. Use the material on this tab to formulate ideas for performance goals.