

PAPERS User Guide: PERFORMANCE PLAN CLASSIFIED EMPLOYEES

Getting Started

- Start at the Human Resources home page: https://www.odu.edu/humanresources
 - Select the PAPER Shk on the right side of the page
 - SelectLogin PAPERSSystem
 - ClickMonarch-Key Login
 - Use your Midas ID and Bsword tdogin

Old Dominion University	
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• Click the three dots and seleetrformanceManagement



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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.