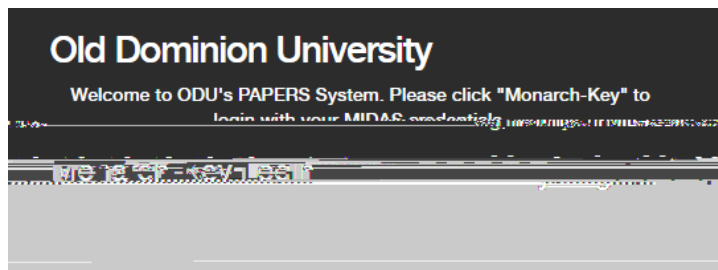


## Getting Started

- 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

## PAPERS User Guide: PERFORMANCE PLAN CLASSIFIED EMPLOYEES

### Creating the Performance Plan (Supervisor)

- Select Manager 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.



