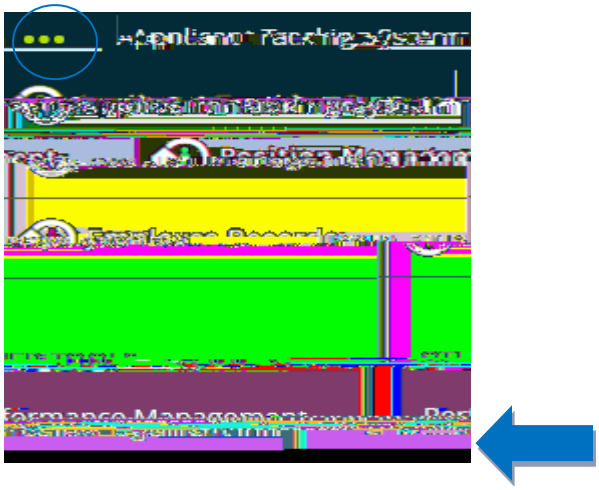
PAPERS User Guide: PROBATIONARY CONCLUSION PROGRAM CLASSIFIED EMPLOYEES

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**



12 Month Probationary Review

When the employee has been with the university for 11 months, the supervisor will receive an email notification to complete the 12 month evaluation in PAPERS.

Log in to PAPERS (see Getting Started above) and select **Supervisor Evaluation – 12 Month** to begin.

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 of* ***Below Contributor****.*

Complete all tabs available (attachments are optional)

NOTE: *The probationary period can be extended up to 180 days. Consult with Employee Relations if an extension to the probationary period is needed.*

When ready to submit, use the blue Actions button on the upper right of the screen and select **Complete**.

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