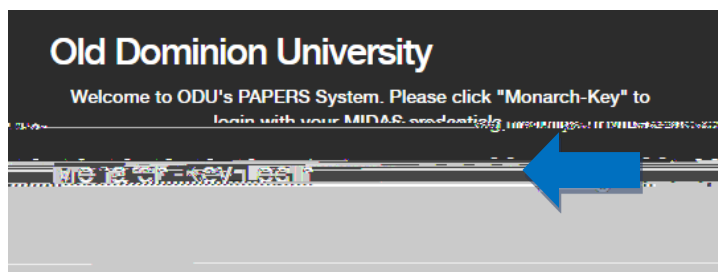
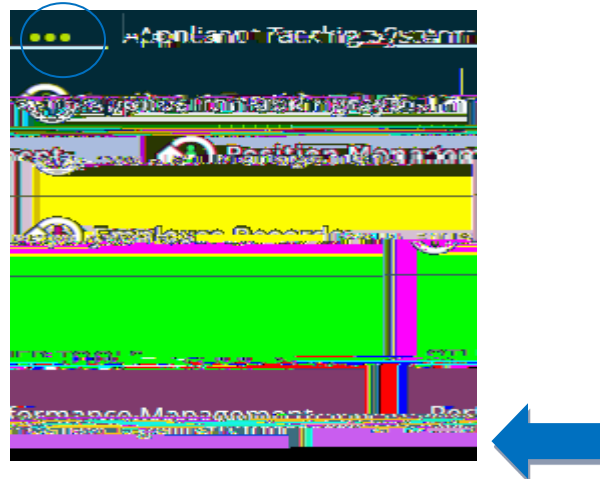


Getting Started

-
- PAPERS
- Login PAPERS System
- Monarch-Key Login
-



Performance Management



Manager Creates Plan for New Employee

name Probationary Program – for *employee*
Manager Creates Plan – New Employee

Manager Creates Plan - New Employee



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Reviewer Review Plan/Approve Task for New Employee



Employee Acknowledges Plan

Getting Started

Acknowledge Plan

Acknowledge

Six Month Probationary Review

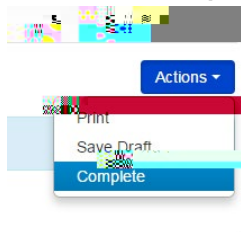
Getting Started

Supervisor Evaluation – 6 month

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 **Below Contributor**.



Complete



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