PAPERS7 User Guide

PROBATIONARY EMPLOYEE PERFORMANCE MANAGEMENT

PROBATIONARY CONCLUSION PROGRAM

Department of Human Resources
Getting Started

- Start at the Human Resources home page: [http://www.odu.edu/humanresources](http://www.odu.edu/humanresources)
  - Select the PAPERS link on the right side of the page
  - Select Login into PAPERS7 System and login using the Monarch-Key Login
    - Use your Midas ID and password to login

- Change the module type to “PERFORMANCE” and then select “Go to Employee Portal”

  (note – the supervisor may also have to change the employee type depending on the action you wish to complete).

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 PAPERS7.
- Log in to PAPERS7 (see “getting started” above) and select “Supervisor Evaluation – 12 Month” to begin.

  **Supervisor Evaluation - 12 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 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 side of the screen and select “Complete”.

![Actions](image1.png)

• Select the “Home” button on the upper left side of the page.

![Home](image2.png)

• Select “Route Evaluation to Employee – 12 Month” from your Action Items list

![Route Evaluation to Employee - 12 Month](image3.png)

• Select “Complete” to route the 12 month probationary evaluation to the employee.

![Complete](image4.png)

**Employee Acknowledges Performance Evaluation**

• The employee logs in to PAPERS7 (see “getting started” above) and will see the action item “Employee Acknowledges Evaluation.”

• The employee may add comments and acknowledge the evaluation by selecting “Acknowledge” at the bottom of the page.

*NOTE – this completes the Probationary Conclusion Program and the employee’s probationary period. The employee will move from probationary to classified on their anniversary date.*

*Please contact Employee Relations well before the anniversary date if probation needs to be extended or if separation is anticipated. These actions must be completed BEFORE the employee’s anniversary date.*