PAPERS7 User Guide

PERFORMANCE MANAGEMENT

PROGRESS NOTES

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).

Accessing Progress Notes for Employee

- Select “My Employees’ Reviews” on the left hand side of the page.

- Select “View Review” on the right hand side of the page to access Progress Notes for the employee.

- Select “Progress Notes”

- Add progress notes as needed.

**NOTE:** Progress notes are only visible to the user. They are not viewable by anyone else. To share saved progress notes use CTRL+P to print.