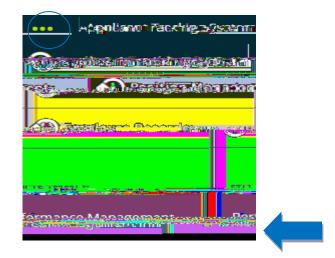


# **Getting Started**

- 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





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 *delow Contributor*.

Comments on Overall Progress	Overall Rating	Employee Development Plan	Attachments
Complete			
Actions -			
Save Draft			
Home			
Home 6 Performa	ince -		