

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**.

PAPERS User Guide: PROBATIONARY