REFRESHING A POSITION
DESCRIPTION

Department of Human Resources
Getting Started

- Start at the Human Resources home page: 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

- Select “Go to Performance Management”

 Refreshing the Position Description
You should refresh the PD for your classified employees prior to beginning an evaluation. Once the evaluation process has been started, a PD cannot be refreshed. To refresh a PD:

- Select “My Employee’s Reviews”

- Select “Staff Annual Program” for the employee whose PD needs to be refreshed

- Select “Plan”

- Select the blue “Actions” button and select “Revise”
• On the right side of the page use the option to “Refresh Job Duties From” select the correct job title and select “Apply.” Complete this action on each tab to update the PD for your Supervisor Evaluation.

![Refresh Job Duties From TRADES/UTILITIES SENIOR](image)

• Select the “Special Assignments” tab and refresh the duties again.

![Special Assignments](image)

![Refresh Job Duties From TRADES/UTILITIES SENIOR](image)

• Select the “Behavioral Competencies” tab and refresh the duties again.

![Behavioral Competencies](image)

![Refresh Job Duties From TRADES/UTILITIES SENIOR](image)

**NOTE:** Each time you refresh a tab on the PD you will receive this warning message:

jobs.odu.edu says:

Are you sure you want to refresh the "Special Assignments" section from the position description? This will overwrite the existing content in this section.

[OK] [Cancel]

Select “OK”.

*Each time a section is successfully refresh you will see the following confirmation at the top of the screen:*

The "Special Assignments" section has been refreshed from the position description.

• Once the PD has been refreshed, you can begin completing the evaluation.