




Manager – entering Performance ratings and comments for your direct reports

1. Open the **MyHR** website (myhr.coop.co.uk) and log in
2. Click on **My Team**
3. Select **Performance** icon 
Performance
4. Find the colleague you want to start the document for then select the relevant document title e.g. **My 20xx End of Year Review**
5. In the Overall Performance section, click **Edit** to update the document 
6. Select the correct rating in the drop down box next to **Performance Rating**
7. Enter your comments in the **Manager Comments** box
8. Select **Save** to complete 
9. Exit the page by clicking the 'àack' arrow or 'X' to close the page completely

Remember

Manager can come back and update the document anytime until the deadline.

Colleagues will receive MyHR email letting them know when ratings and manager comments are available for them to view in MyPerformance in MyHR - this happens after each Performance review window is closed.