

# Manager – viewing your direct and indirect reports ratings and checking documents submitted status

## MyPerformance reporting

1. Open the **MyHR** website (myhr.coop.co.uk) and log in
2. Select the **Performance** icon
3. Select **My Organisation**
4. Use the **filter** icon to select the performance document and whether you want to see just your direct reports or further down
5. Use the tabs to see the ratings submitted. The **Task Completion Status** tab will show you in real time by Manager how many documents they need to submit and their progress. You can view it as a graph or table which you can export into excel.