

Manager – entering a rating and comments for your direct reports

Entering ratings and comments

1. Open the **MyHR** website (myhr.coop.co.uk) and log in
2. Select the **Performance** icon
3. Select **My Manager Evaluations**
4. Find the colleague you want to start the document for then select the document title e.g. **My 2019 End of Year Review**
5. If you need to transfer the document to another manager enter their name in the Manager Name field
6. Select **Continue**
7. Select the correct rating in the drop down box next to **Manager**
8. Enter your comments in the **Manager Comments** box
9. Select **Save**