Colleague – viewing your previous Performance documents

1. Open the **MyHR** website (myhr.coop.co.uk) and log in

2. Select **Career and Performance** icon

   Career and Performance

3. Select **Performance** icon

4. From the drop down list next to the **Review Period** choose a year e.g. 2020

5. From the drop down list under the **Performance Documents** choose **Completed** instead of Current

6. Click on the document you want to view, e.g My 2020 End of Year Review