

Colleague – viewing Performance rating and manager comments

1. Open the **MyHR** website (myhr.coop.co.uk) and log in
2. Select the **Career and Performance** icon

Career and Performance
3. Select the **Performance** icon

4. Select the relevant document title e.g. **My 20xx End of Year Review**

Colleagues will receive MyHR email notifying when they can view ratings and manager comments; this happens after all conversations are complete and Performance documents are centrally released for colleagues to see at the end of each cycle.