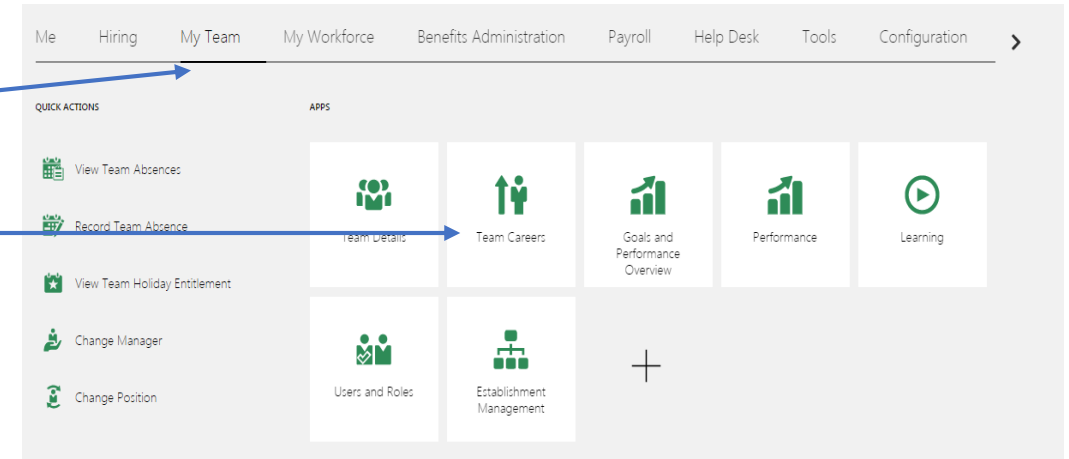


Manager: using MyTalent to enter career grouping and summary comments for your direct reports

Step one:

- Open the **MyHR** website (myhr.coop.co.uk) and log in
- Select **My Team**
- Select the **Team Careers** icon
- This will take you to a list of your reports. Click on an individual to be taken to the colleagues Career Profile



Step two:

- To edit the Career Grouping section, **select the Pen** on the right hand side.
- This will allow you to **select the grouping** from a drop down box (Grow in Role, Promote or Broaden), and to **enter a summary** of the career conversation.
- Select **Save** and the colleague's record will be updated and available for them to review

A screenshot of the 'Career Groupings' form in the MyHR system. The form has a title bar 'Career Groupings' with 'Save' and 'Cancel' buttons. Below the title bar is a light blue banner with an information icon and the text 'Enter your agreed Career Grouping and a summary of your career conversation'. The form contains a 'Next Career Move' section with a dropdown menu currently set to 'Promote'. Below this is a 'Comments' section with a text area containing the text 'test comms test comms'. At the bottom of the form is an 'Attachments' section.