

## Setting/Reviewing Goals

Action	Instruction
Login to MyInfo	mypayless.com > MyInfo > Login with Employee ID
Open your Performance Form	Main Menu > Self Service > Performance Management > My Performance Documents > Current Documents > Performance Year-end >
Section 1 – Employee Goals <i>(if you have pre-populated goals, review them and advance to the next section)</i>	Add Goal > Add your own goal > Enter goal title > Enter goal description > Add > Enter goal Weight % <i>Repeat to add additional goals</i>
Section 2 – Competencies	Review any pre-populated competencies (if applicable) > <i>To add a pre-defined competency:</i> Add Competency > Add pre-defined competency > Search for the competencies for your role by number > Select desired competencies > Add <i>To add a competency with custom language:</i> Add Competency > Add your own competency > Enter the name of the competency (Title) > Enter the description for the competency > Add
Section 3 – Guiding Principles	There is nothing to complete in this section until final evaluation
Save your Goals	Click Save
Notify your Manager	Let your Manager know that your goals are ready for review and approval.

## Adding Performance Notes Throughout the Year

Action	Instruction
Login to MyInfo	mypayless.com > MyInfo > Login with Employee ID
Add Performance Notes	Main Menu > Self Service > Performance Management > Performance Notes > Add a New Note > Type the Subject of your note > Add the Note Text > Save

## Viewing Prior Years' Forms

Action	Instruction
Login to MyInfo	mypayless.com > MyInfo > Login with Employee ID
Open your Historical Performance Document	Main Menu > Self Service > Performance Management > My Performance Documents > Historical Documents > Performance Year-end > View

## Accessing Your Individual Development Plan (IDP)

Action	Instruction
Login to MyInfo	mypayless.com > MyInfo > Login with Employee ID
Open your Individual Development Plan (IDP)	Main Menu > Self Service > Performance Management > My Development Documents > Current Documents > Individual Development Plan

## Self-Evaluation

Action	Instruction
Login to MyInfo	mypayless.com > MyInfo > Login with Employee ID
Open your Performance Form	Main Menu > Self Service > Performance Management > My Performance Documents > Current Documents > Performance Year-end > <i>Select Expand All to view all goals and competencies</i>
Section 1 – Employee Goals	Select a rating > Write supporting comments > Repeat for each Goal
Section 2 – Competencies	Select a rating > Write supporting comments > Repeat for each Competency
Section 3 – Guiding Principles	Enter comments
Overall Summary	Type comments in the Overall Summary comments box > Click "Calculate all Ratings" (near the top of your form) to see your overall rating
Save or Complete Self-Evaluation	Click "Save" if you would like to continue working on your self-evaluation at a later time > Click "Complete" if you are finished with your self-evaluation > Complete > Confirm