




Reviewing/Approving Goals

Action	Instruction
Login to MyInfo	mypayless.com > MyInfo > Login with Employee ID
Open the Performance Form	Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents > Associate's Name
Section 1 – Employee Goals	Review the goals and weights set by your associate > Click  to edit goals if necessary > Click  to delete a goal if necessary
Section 2 – Competencies	Review the Competencies set by your associate > Click "Add Competency" if needed > Click  to delete a competency if necessary
Section 3 – Guiding Principles	There is nothing to complete in this section until final evaluation
Save your Changes	Click Save if you would like to continue editing/reviewing goals and competencies at a later time
Approve the Goals	Approve > Confirm <i>The Goal status will show as "complete"</i>

Adding Performance Notes Throughout the Year

Action	Instruction
Login to MyInfo	mypayless.com > MyInfo > Login with Employee ID
Add Performance Notes	Main Menu > Manager Self Service > Performance Management > Maintain Performance Notes > Click the Magnifying Glass > Search by Employee ID or Last Name > Click the Employee ID > Add a New Note > Type the Subject of your note > Add the Note Text > Save

Reopening Goal Forms

Action	Instruction
Login to MyInfo	mypayless.com > MyInfo > Login with Employee ID
Open the Performance Form	Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents > Associate's Name
At the left under Steps and Tasks	Complete Goal Setting > Reopen (at the left) > Reopen (button near upper right) > Confirm

Manager Evaluation

Action	Instruction
Login to MyInfo	mypayless.com > MyInfo > Login with Employee ID
Open the Performance Form	Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents > Associate's Name <i>Select Expand All to view all goals and competencies</i>
Review the Associate's Self-Evaluation	<i>Select View under Review Self Evaluation</i>
Section 1 – Employee Goals	Select a rating > Write supporting comments > Repeat for each Goal Enter comments in the Overall Goals Summary
Section 2 – Competencies	Select a rating > Write supporting comments > Repeat for each Competency Enter comments in the Overall Competencies Summary
Section 3 – Guiding Principles	Enter comments
Overall Summary	Type comments in the Overall Summary comments box > Click "Calculate all Ratings" (near the top of the form) to see the associate's overall rating
Save your Changes	Click Save <i>DO NOT click Complete at this time; clicking Complete occurs after the associate feedback session in March</i>