



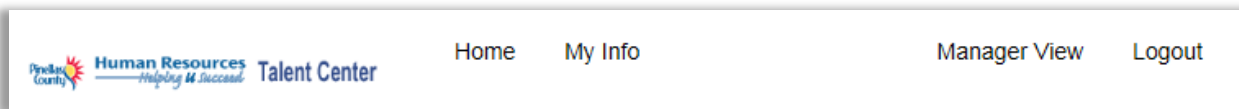
## Login & Overview

### Login

1. Access options:
  - Direct link: [Talent Center](#)
  - Remote access (from home or work): Select the *Talent Center* link from SERVICES in the top menu bar above the Pinellas County logo on any Pinellas County web page.
  - Bookmark: Select the bookmark for *Talent Center* in your Internet Explorer favorites.
2. Login and password:
  - Your Talent Center login is the same as your OPUS login which is the first letter of your first name, your last name and employee number (such as *jdoe123456*).
  - Your password may be the same as your OPUS password or different; it's your choice. If you use your OPUS password, you will need to update it every 90 days in the Talent Center since it is not synced with OPUS.
3. Click **Sign In**.

Also see [Talent Center Login and Password Tips](#).

### Overview of Talent Center



#### Home

- My Reviews (FACE performance reviews including active and final)
- My Goals (employee goals and status)
- My Onboard/Offboard Tasks (documents for new hires and exiting employees)

#### My Info

- Employee Information
- Attachments
- Education History
- Certificates

#### Manager View

- Managers/supervisors only have this function used to switch to manager mode to handle reviews and goals for their employee(s)

#### Logout



### Performance Reviews

#### Viewing Your Current Performance Review and Making Comments

1. Log into the [Talent Center](#) to access FACE.
2. Under *My Reviews*, **Active** tab, click the blue **Edit** box.
3. Review the information entered by your manager/supervisor.
4. Enter your comments in the **Employee Comments** text box, click the blue box with a checkmark to save, and click **Submit**.
5. Click **OK** on the confirmation screen to continue.

*Note:* At this point no additional edits can be made by the employee.

#### eSign

1. You will receive an email stating that your review is awaiting eSignature.
2. Log into the [Talent Center](#) to access FACE.
3. Under *My Reviews*, **Active** tab, click the blue **eSign** box.
4. Click **eSign Review**.
5. Type *Final Comments* if desired, *first name*, *last name*, *username* (remember it's your OPUS login such as jdoe12345), and your Talent Center *password*.
6. Click **eSign it**.
7. Click **Print** or **Close**.

*Note:* Once your manager/supervisor has completed their eSignature, the review will be available on the *Final* tab.

#### Viewing Previous Performance Reviews

1. Log into the [Talent Center](#) to access FACE.
2. Under *My Reviews*, **Final** tab, click **View** or **Download** for the review.

*Note:* Your review will not be viewable under the *Final* tab until your manager/supervisor completes their eSignature.