



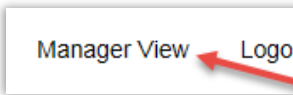
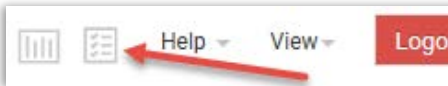
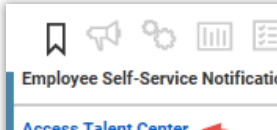
Login & Switching Views

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:
 - a. 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*).
 - b. 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.
 - c. Supervisors no longer need to use two passwords (employee and manager). Use your employee FACE password to log in to the Talent Center.
3. Click **Sign In**.

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

Switch between Employee View and Manager View

1. When you log in to the Talen Center with your employee password, you are in Employee View, and can see your review.
2. *To switch from Employee View to Manager View to see your employees' reviews, click the **Manager View** tab at the top right.*A screenshot of a navigation bar showing two tabs: "Employee View" and "Manager View". The "Manager View" tab is highlighted in green. A red arrow points to the "Manager View" tab. To the right of the tabs is a "Logout" button.
3. *To switch from Manager View back to Employee View:*
 - a. Click the pull-down menu at the far right with mini checkmarks next to the Help menu.A screenshot of a navigation bar showing a "Help" menu with a pull-down arrow, a "View" menu with a pull-down arrow, and a "Logout" button. A red arrow points to the "View" menu.
 - b. Select **Access Talent Center**.
 - c. A pop-up *Warning* window appears. Select *Yes – take me to the Talent Center*.A screenshot of a notification window titled "Employee Self-Service Notifications". It contains a blue button labeled "Access Talent Center" with a red arrow pointing to it.



Supervisor Quick Reference Guide

Entering Performance Comments

Comments:

Comments are used by a manager/supervisor to keep track of conversations with an employee about performance.

1. Log into the [Talent Center](#) to access FACE.
2. Select **Manager View** at top right.
3. Click **Full View**.
4. Select **My Active Employees** (under Direct Reports), select employee's name.
5. Select **New Comment** (in the Comments section).
6. Enter your comment.
7. Click **Save**.

Note: Comments will appear on the manager's view of the employee's record. The employee cannot view the comments.

Performance Reviews

Assigning and Completing a Performance Review:

1. Log into the [Talent Center](#) to access FACE.
2. Select **Manager View** at top right.
3. Click **Full View**.
4. Select **My Active Employees** (under Direct Reports), select employee's name.
5. Select the **Goals & Reviews** tab, select **Assign New Review** (next to Performance Reviews),
6. To assign a review, complete the following:
 - a. Performance Review Template (select one from the drop-down menu)
 - b. Start Date (date this review period began)
 - c. End Date (date this review period will end)
 - d. Due Date (typically two to three weeks after the end date)
 - e. Review Type (select one from the drop-down menu)
 - f. Select **Save**.
7. To complete a review, select **Edit** from the action drop-down menu for that review. Enter information in any/all of the following fields:
 - a. Current Responsibilities
 - b. Performance Assessment
 - c. Expectations and Goals
 - d. Professional Development
 - e. Overall Manager Comments
8. Once edits are completed, click **Save and Close**.



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9. When you have completed entering the information, and are ready for the employee to view and enter their own comments on the review, select **Mark As In Progress** from the Action drop-down menu. **(NOTE: This is important! If this step is missed, the employee cannot see the review).**
10. Click **Yes** on the confirmation screen to continue.

Note: At this point the employee is able to view the performance review and enter their own comments.

Editing a Performance Review and Viewing Employee Comments:

1. Locate the review under the employee's **Goals/Reviews** tab.
2. Click **Edit** from the Action drop down menu for that review.
3. Update information as needed.
4. View the comments entered by the employee (managers/supervisors can only edit their own comments; employees can only edit their own comments).
5. Once the review is completed, click **Complete**.
6. Click **Yes** on the confirmation screen to continue.

Note: At this point no additional edits can be made.

eSign:

1. The employee will receive an email stating that their review is awaiting eSignature.
2. The employee logs into the Talent Center and locates the review with a "Sign Here" flag next to it.
3. Once the employee completes their eSignature, the Manager/Supervisor may complete theirs. (There is no notification sent.)
4. Click the **eSign** link from the Action menu.
5. Click **eSign Review** at the bottom of the screen.
6. Type *Final Comments* if desired, *first name*, *last name*, *username* (remember it's your OPUS login such as jdoe12345), and your Talent Center *password*.
7. Completely fill in all fields then select/click **eSign it!**

Note: The employee is now able to view the finalized review from their *Final* tab by selecting *View* or *Download*. The manager/supervisor is able to view the review from the employee's *Goals & Reviews* tab.

Note: Managers/supervisors, you need to be in *Employee View* to view your personal performance review (see [page 1](#) for instructions on switching between *Employee* and *Manager Views*).