



FACE of Performance Login & Overview

Login:

1. Login options:
 - Option 1: Select [FACE Employee Access](#).
 - Option 2: Select FACE Employee Access from ONLINE SERVICES in the top menu bar above the Pinellas County logo on any County web page.

Note: Please note that the FACE desktop icon is no longer available but you can create a shortcut on your desktop.
2. Enter your user name and password.
3. Click “**Sign In**”.

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

Overview:

Home Tab (small blue house)

- Employee Information
 - Name
 - Email
 - etc.

Performance Tab

- Employee Information
- Reviews
 - Active Reviews
 - Past Reviews
- Employee Goals
 - Active Goals
 - Completed

Settings Tab

- Change Password

(continued)



FACE of Performance Performance Reviews

Viewing Your Performance Review and Making Comments:

1. Login to FACE Employee Access.
2. Locate the current review under the “Performance” tab; “**Active Reviews**”.
3. Select/Click “**Edit**” from the Action drop down menu for that review.
4. Review the information entered by your Manager/Supervisor in the following fields:
 - a. Current Responsibilities
 - b. Performance Assessment
 - c. Expectations and Goals
 - d. Professional Development
 - e. Overall Comments by Manager
5. Enter your comments in the “**Employee Comments**” text box.
6. Once edits are completed click “**Save and Close**”.
7. Once all edits are completed and you have had your face-to-face discussion with your Manager/Supervisor, complete the following:
 - a. Locate the review under the “Performance” tab; “**Active Reviews**”
 - b. Select/Click “**Edit**” from the Action drop down menu for that review
 - c. Select/Click “**Submit**”
8. 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. Login to FACE Employee Access using the Chrome or Firefox browser.
3. Locate the review under the “Performance” tab; “**Active Reviews**”.
4. A “Sign Here” flag will appear next to the review.
5. Select/click the “**View/eSign**” option from the Action menu.
6. Select/Click “**eSign Review**” at the bottom of the screen.
7. Completely fill in all fields then select/click “**eSign it!**”.
8. A confirmation will appear at the bottom of the screen.
9. Select/click “**Close**”.

Note: *Managers/Supervisors: Use your employee password (not manager password) when eSigning your own performance review.*

Note: *Once your Manager/Supervisor has completed their eSignature, the review will be available on the Past Reviews tab by selecting View and then Printable View.*