



Feedback | Ask Questions

FACE

Conversation | Explore Options

Helping U Succeed

FACE of Performance Model

Employee Guide *Volume 1:* *Login & Overview*

Human Resources
Helping U Succeed

www.pinellascounty.org/hr/face

Introduction

Welcome to the Pinellas County Government’s FACE system, your interactive online portal for employee performance. This guide is Volume 1 of a multi-part series; intended to serve as a overview for employees.



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Subsequent employee guides will accompany each component of the FACE of Performance Model.

Using FACE

FACE is a “tabbed interface” that allows you to quickly and easily navigate through the system. This has a similar look and feel as the SharePoint 2010 environments currently in use throughout Pinellas County Government.



TIP: *Holding your pointer over some tabs (hovering) provides additional menu selections.*

Terminology

Competencies

Behavioral skills, knowledge, and abilities required to perform a job successfully

Employee

Person employed by Pinellas County for whom goals and performance is tracked

Employee Website

A secure site accessible to employees to view contact information, performance reviews and goals

FACE

Acronym for Feedback, Ask Questions, Conversation, Explore Options

FACE of Performance Model

Continuous process of strategic performance management involving face-to-face ongoing conversations between supervisors and employees

Goals

Assigned objectives, projects, and expectations with associated due dates for tracking

Supervisor

The person to whom an employee directly reports

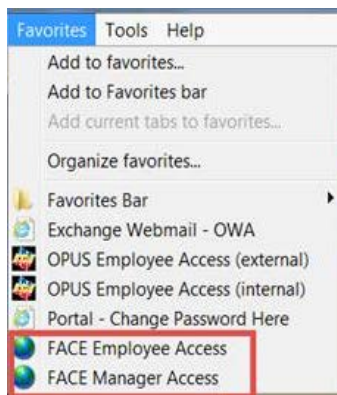


TIP: For technical assistance with the FACE system, contact the BTS Customer Support Center at 453-HELP (453-4357). For general questions, email Human Resources at face@pinellascounty.org.

Logging In

- Option 1: Select [Employee FACE Access](#)
- Option 2: Select the FACE Employee Access link in your Internet Explorer Favorites menu (as shown).
- Option 3: Select FACE Employee Access from ONLINE SERVICES in the top menu bar above the Pinellas County logo on any County web page.

Note: The FACE desktop icon has been removed.



On the login screen (shown at right), enter your user name and password.

TIP: *When creating a new password be sure to use a password that you can remember, but also one that is known only by you. It is recommended that you use the same password as the OPUS system.*

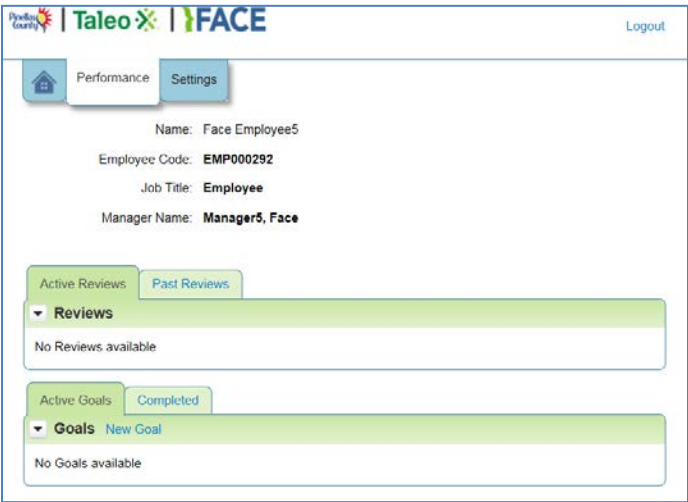


Once logged in, your screen should look similar to that shown at right.

Performance Tab

The performance tab consists of these three sections:

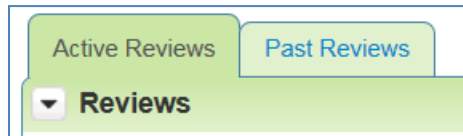
- Employee Information
- Reviews
 - Active Reviews
 - Past Reviews
- Employee Goals
 - Active Goals
 - Completed



Review Section

The Reviews section of the Performance tab contains both active and past performance reviews for an employee.

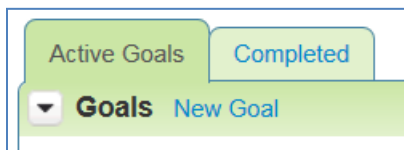
- Active Reviews
 - A performance review that is assigned by a supervisor/manager that is not yet complete
- Past Reviews
 - Performance reviews that are in a Final state
 - No longer editable



Employee Goals

The Employee Goals section of the Performance page contains a list of active and completed goals.

- Active Goals
 - View and monitor manager-assigned goals and associated due dates
 - Employee created goals (additional information about this process will be available in subsequent training material.)
- Completed

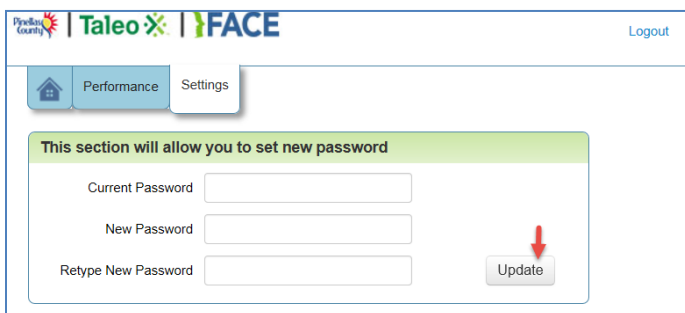


Settings Tab (Change Password)

The Employee Website Settings page allows employees to manage their password settings.

To update your FACE password:

1. Select/Click on the “Settings” tab
2. Fill in all fields
3. Select/Click on the “Update” button



The screenshot shows the top navigation bar with the 'FACE' logo and a 'Logout' link. Below the navigation bar are three tabs: 'Home', 'Performance', and 'Settings'. The 'Settings' tab is selected. The main content area has a green header that reads 'This section will allow you to set new password'. Below this header are three input fields: 'Current Password', 'New Password', and 'Retype New Password'. To the right of these fields is an 'Update' button with a red arrow pointing down to it.

TIP: You will need to manually update your FACE password when you update your OPUS password. FACE does not automatically sync with OPUS.

