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**FACE**

Conversation | Explore Options

*Helping U Succeed*

# FACE of Performance Model

## *Employee Guide Volume 2: Performance Reviews*

**Human Resources**  
*Helping U Succeed*

[www.pinellascounty.org/hr/face](http://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 intended to serve as a reference tool for employees to complete the first element of the performance model:

## *Summarize Performance Conversations*



In this guide:

- Page 3     Manager Access to Employee Website
- Page 4     Performance Tab
- Page 5     Making Comments on a Performance Review
- Page 8     e-Sign

Subsequent employee guides will accompany future components of the FACE of Performance Model.



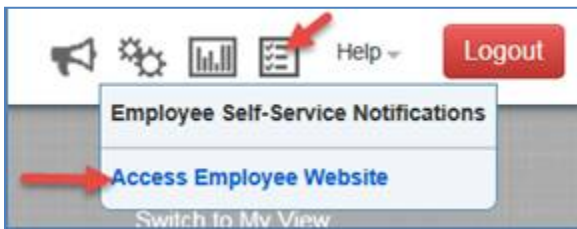
**TIP:** *Additional information is provided on the FACE of Performance website:*  
[www.pinellascounty.org/hr/face/](http://www.pinellascounty.org/hr/face/)

*Take advantage of the videos, conversation tips, frequently asked questions, and more.*

## *Manager Access to Employee Website*

Managers/Supervisors, in order to complete your personal Performance Reviews created by your Manager/Supervisor, you will need to access the Employee Website as shown here.

1. Login to the FACE Manager Access as normal
2. On the top right; Select “Employee Self-Service Notifications”
3. Select “Access Employee Website”



4. On the Warning Pop-Up; Select “Yes-take me to the Employee Website”



Managers/Supervisors will now follow the same instructions below for Employees.

# Performance Tab

The Performance Tab contains the following information:

- Employee Information
- Reviews
  - Active Reviews
    - A performance review that is assigned that is not yet complete
    - A performance review that is awaiting employee e-signature
  - Past Reviews
    - Performance reviews that are in a Final state
    - No longer editable
- Employee Goals

When a Performance Review has been started for an Employee, the Active Review tab shows this. At this point, the Employee is not able to view or enter comments on the review.

Pyxis

Taleo

FACE

Logout

Home

Performance

Settings

Name

Face Employee5

Employee Code

EMP000292

Job Title

Employee

Manager Name

Manager5, Face

Active Reviews

Past Reviews

Reviews

Due Date	Review Code	Review Manager	Review Type	Employee Self-Assessment	Employee Review Actions
12/4/14		Manager5, Face	Quarterly		

Active Goals

Completed

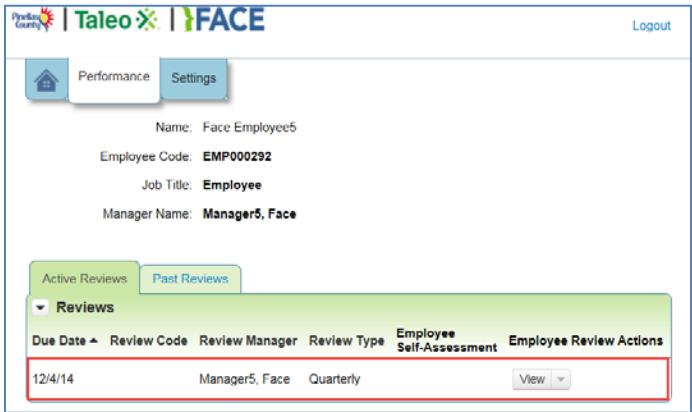
Goals

New Goal

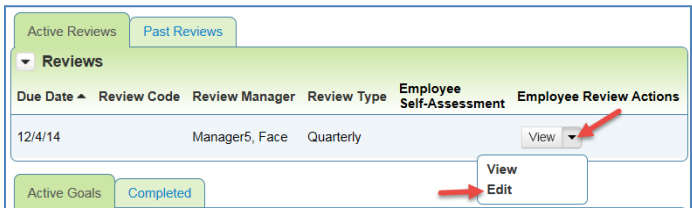
No Goals available

# Making Comments on a Performance Review

Once a Supervisor/Manager has completed their portion of the Performance Review, they will enable the review to be viewed and commented on by the employee.



Additional options are now available under the “View” dropdown menu.



By selecting/clicking on “Edit”, the Employee may review the Supervisor/Manager comments and enter their own comments.

Example of Performance Review with Supervisor/Manager Comment:

Employee Data

Employee Code: EMP000292

First Name: Face

Last Name: Employee5

Department: FACE Training Department

Manager Name: Manager5, Face

Start Date:

CURRENT RESPONSIBILITIES

Describe any significant changes in responsibilities since the last performance review.

Current Responsibilities: Comment

Supervisor/Manager Comment

Scroll to the bottom of the Review to locate the “Employee Comments” header.

EMPLOYEE COMMENTS

Employee Comments:

Employee Comments Here

Check Spelling

Once comments have been added select/click “Save and Close”

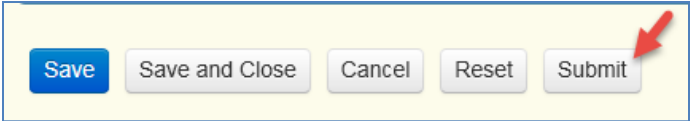
Save Save and Close Cancel Reset Submit

After the conversation between Manager/Supervisor and Employee, the Manager/Supervisor should allow the Employee a specified number of days in which to write comments on their review.

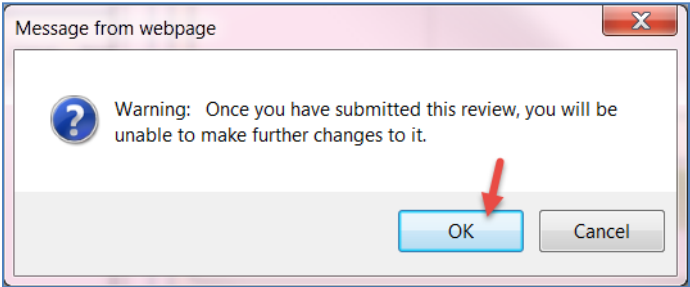


**TIP:** *Managers/Supervisors are only able to 'Edit' their own comments. Employees are only able to 'Edit' their own comments.*

Once comments have been entered, the Employee should select/click "Submit".




A confirmation pop-up will appear once Submit has been selected. Select/click OK.





# eSign

Once a performance review is Completed, the electronic signature (eSign) process begins. The Employee will receive an email notification that the Review is awaiting their eSignature.



**TIP:** Use Chrome or Firefox to access FACE, instead of Internet Explorer. Some users have had issues trying to eSign a performance review when using Internet Explorer 8.

- 1. Once logged in, the Employee will select/click on the Performance Tab.




- 2. The Employee will then see a “Sign Here” flag next to the review.

Active Reviews

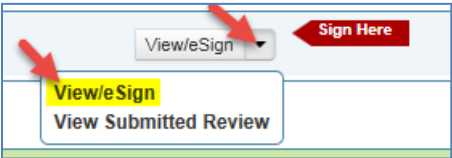
Past Reviews

▼

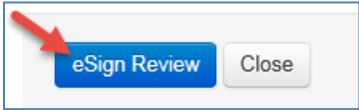
Reviews

Due Date ▲	Review Code	Review Manager	Review Type	Employee Self-Assessment	Employee Review Actions
12/4/14		Manager5, Face	Quarterly		<div>View/eSign ▼</div> <div>Sign Here</div>

- 3. Select/Click the “View/eSign” option.



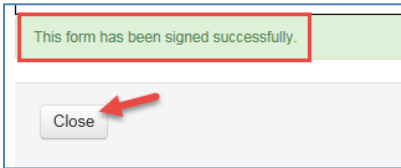
4. Select/Click the “eSign Review” at the bottom of the screen.



5. Completely fill in all fields then select/click “eSign it!”.

A screenshot of a web form titled "Acknowledgement Form" in a light blue header bar. The form contains several input fields: "Final Comments" (a large text area), "First name", "Last name", "Username", "Password", and "Today's Date" (which includes a calendar icon). At the bottom right of the form, there are two buttons: a blue "eSign it!" button and a grey "Cancel" button. A red arrow points to the "eSign it!" button.

6. A confirmation will appear at the bottom of the screen. Select/Click “Close”.



Once the Manager/Supervisor has eSigned, the review will be available on the “Past Reviews” Tab as a PDF file.

Active Reviews		Past Reviews						
Reviews								
Due Date ▲	Review Code	Review Manager	Review Type	Manager Rating	Employee Self-Assessment	PDF	Employee Review Actions	
12/4/14		Manager5, Face	Quarterly	No selection made	0.00			<a href="#">View Submitted Review</a>



**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](mailto:face@pinellascounty.org).

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