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# FACE of Performance Model

## *Supervisor Guide*

### *Volume 3:*

## *Setting Performance Expectations (Goals)*

**Human Resources**  
— *Helping U Succeed*

[www.pinellascounty.org/hr/face](http://www.pinellascounty.org/hr/face)

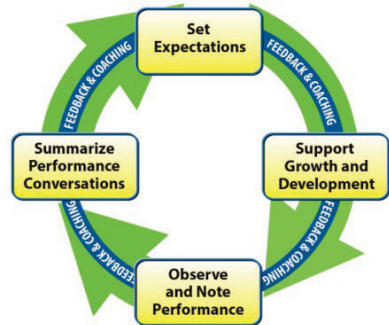
6/12/15



# Introduction

Welcome to the Pinellas County Government's FACE system, your interactive online portal for managing employee performance. This guide is Volume 3 of a six-part series; intended to serve as a reference tool for supervisors to complete the following element of the performance model:

## Setting Performance Expectations



In this guide:

- Page 2     Assigning a New Goal
- Page 4     Monitoring Goals
- Page 5     Editing/Updating Goals

Subsequent supervisor guides will accompany future workshops offered on each component 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, reference guides, frequently asked questions, and more.*

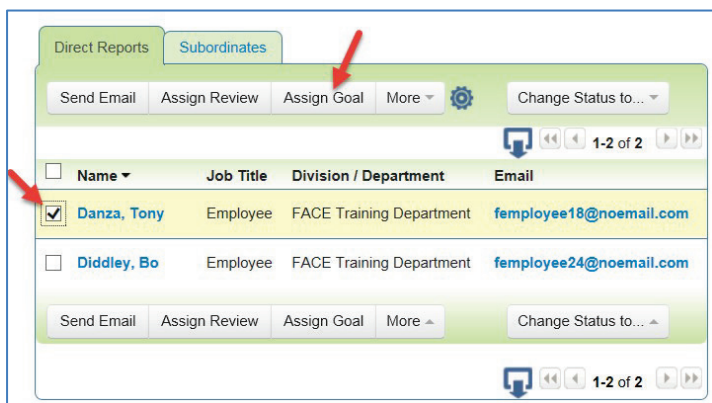
## Assigning a New Goal

Login to FACE Manager Access.

1. Click on the “Employees” tab at the top of the page.



2. Select the employee you want to assign a Goal to.
3. Click “Assign Goal”



The “Assign Employee Goal” screen will appear.

**Assign Employee Goal** [Back to Employees](#)

Save Cancel Reset

**Refine List Of Employees**

Will not be assigned to goal

Will be assigned to goal  
Danza, Tony

Verify that your Goal is [SMART](#)

Step 1 - Specific - What exactly needs to be accomplished?  
 Step 2 - Measureable - How will you know when this goal has been reached?  
 Step 3 - Achievable - Is this Goal achievable through effort and commitment? Do you have the resources to achieve this Goal? If not, how will you get them?  
 Step 4 - Relevant - Can you tie this Goal to the Company or Management Goal?  
 Step 5 - Timely - When does this Goal need to be achieved?

**Specific Goal and Measurement** Red = Required Information

\* Goal Title:

Type: Quarterly ☒

Description:

[Check Spelling](#)

Measurement:

5000 [Check Spelling](#)

**Goal Timing and Status**

\* Due Date:


\* Status: New ☐

Percent Complete:  0 %

Save Cancel Reset

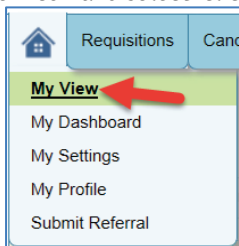
4. Verify the Goal is being assigned to the correct employee.
5. Fill in all areas highlighted in yellow (Goal Title, Type, Description, Measurement, and Due Date).
6. Click "Save"

**TIP:** The Type must be "Quarterly" **AND** the Due Date must be within the employee's quarterly performance review dates in order for the Goal to be included within a specific quarterly Performance Review.

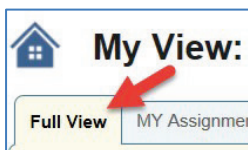


## Monitoring Goals

Hover over the “Home” icon and select/click “My View”.



Click on the “Full View” tab.



Scroll down to the “Employees’ Goals” section.

Employees' Goals <span>- All -</span>						
Employee Name	Goal Title	Due Date	Type	Status	Percent Complete	Action
Danza, Tony	test 2 060215	6/30/15		In Progress	0%	View
Danza, Tony	test goal 1 060215	6/30/15		New	0%	View
Diddley, Bo	test goal 1 hs 5.11.15	5/31/15		New	0%	View

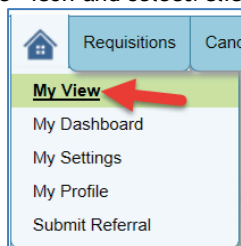
Goals for each employee will be visible here and you are able to monitor:

- Employees with Goals
- Goal Titles
- Due Dates
- Status
  - New
  - In Progress
  - Completed
- Percent Complete

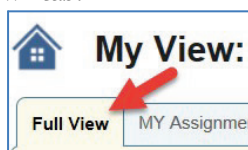
From the Action drop-down menu, you can view the full goal as well as make edits and update progress.

## Editing/Updating Goals

Hover over the “Home” icon and select/click “My View”.



Click on the “Full View” tab.




Scroll down to the “Employees’ Goals” section.

Locate the Goal you wish to edit.

From the “Action” drop-down menu, select “Edit”

Employees' Goals <span>- All -</span>						
Employee Name	Goal Title	Due Date	Type	Status	Percent Complete	Action
Danza, Tony	test 2 060215	6/30/15		In Progress	0%	View
Danza, Tony	test goal 1 060215	6/30/15		New	0%	View Edit Delete
Diddley, Bo	test goal 1 hs 5.11.15	5/31/15		New	0%	View

Make any edits and/or updates required.  
Click “Save”.


**Employee: Tony Danza**
[Back To Employee](#)

Verify that your Goal is [SMART](#)

Step 1 - **Specific** - What exactly needs to be accomplished?  
 Step 2 - **Measurable** - How will you know when this goal has been reached?  
 Step 3 - **Achievable** - Is this Goal achievable through effort and commitment? Do you have the resources to achieve this Goal? If not, how will you get them?  
 Step 4 - **Relevant** - Can you tie this Goal to the Company or Management Goal?  
 Step 5 - **Timely** - When does this Goal need to be achieved?

**Specific Goal and Measurement**
Red = Required Information

\* **Goal Title:**

Period:


Description:

[Check Spelling](#)

Measurement:

[Check Spelling](#)

**Goal Timing and Status**


\* **Due Date:**  

\* **Status:**

Percent Complete:  %

**Details**

Weighted %: 40



**TIP:**

*The Period must be “Quarterly” **AND** the Due Date must be within the employee’s quarterly performance review dates in order for the Goal to be included within a specific quarterly Performance Review.*