



FACE of Performance Login & Entering Comments

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 along with the company code “**PCG**” which stands for Pinellas County Government.
3. Click “**Login**”.

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

Entering Comments:

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

1. Hover over the “**Home**” icon (the small blue house on upper left) and select “**My View**”.
2. Select/Click on the “**Full View**” tab.
3. Scroll Down to the “**My Active Employees**” section.
4. Select the employee’s name.
5. Select/Click on the “**Full View**” tab.
6. Scroll down to the “**Comments**” section.
7. Select “**New Comment**”.
8. Enter your comment.
9. Click “**Save**”.

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



FACE of Performance **Performance Reviews**

Assigning a Performance Review:

1. Hover over the “**Home**” icon (small blue house) and select “**My View**”.
2. Select/Click on the “**Full View**” tab.
3. Scroll down to the “**My Active Employees**” section.
4. Select the employee’s name.
5. Select/Click on the “**Goals & Reviews**” tab.
6. Select/Click “**Assign New Review**”.
7. Under the Performance Review header; select/click the blue “**Select**” text next to “**Performance Review Template**”.
8. Select/Click on the appropriate review; PAO Review (*Property Appraiser’s Office*), TCO Review (*Tax Collector’s Office*), or UPS Review (*Unified Personnel System*)
9. Complete the following:
 - a. **Start Date** (date this review period began)
 - b. **End Date** (date this review period will end)
 - c. **Due Date** (typically two to three weeks after the end date)
 - d. **Review Type** (select one from the drop down menu; default is “**Quarterly**”)
10. Click “**Save**”.

***Note:** At this point the employee cannot see the review or make comments on it.*

Completing a Performance Review:

1. Locate the review under the employee’s “**Goals/Reviews**” tab.
2. Select/Click “**Edit**” from the Action drop down menu for that review.
3. 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
4. Once edits are completed click “**Save and Close**”.
5. Once you are ready for the employee to view and enter their own comments on the review, select/click “**Mark As In Progress**” from the Action drop down menu.
6. 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.*



FACE of Performance Performance Reviews

Editing a Performance Review and Viewing Employee Comments:

1. Locate the review under the employee's "**Goals/Reviews**" tab.
2. Select/Click "**Edit**" from the Action drop down menu for that review.
3. Update information in any/all of the following fields:
 - a. Current Responsibilities
 - b. Performance Assessment
 - c. Expectations and Goals
 - d. Professional Development
 - e. Overall Comments
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. IMPORTANT: Employee and supervisor must use Chrome or Firefox (not Internet Explorer) to log into FACE in order to eSign a review.
2. The employee will receive an email stating that their review is awaiting their eSignature.
3. The employee sees a 'Sign Here' flag next to the review.
4. Once the employee has completed their eSign portion, the Manager/Supervisor completes theirs. (There is no notification sent to the manager stating the review is awaiting their signature.)
5. The Manager/Supervisor selects/clicks the "**eSign**" link 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!**".

Note: The employee is now able to view the fully signed review from their portal access under the Past Reviews tab by selecting "View" and "Printable View". The Manager/Supervisor is able to view the fully signed review from the employee's Goals & Reviews tab.

Note: Managers/Supervisors, to view your personal performance review, log into FACE Manager Access as usual and select "Access Employee Website" from the Employee Self-Service Notifications menu at the upper right as shown. Select "Yes - take me to the Employee Website".

