

## Login &amp; Overview

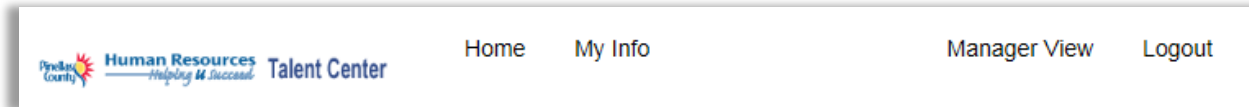
## Login

FACE is part of the Talent Center. Login options are based on your organization. Employees in Group 1 use the Okta portal, while those in Group 2 use the Talent Center link:

- Group 1: Employees of BTS, County Administrator, County Commissioners, County Attorney, Forward Pinellas, Human Resources, and Office of Human Rights**  
 Open Okta using the icon on your desktop or this link: <https://pinellas.okta.com> (Chrome is the preferred browser). Enter your regular network login (username and password). In Okta, select *Taleo-Talent Center*.
- Group 2: Employees of Clerk's Office, Property Appraiser's Office, Supervisor of Elections, and Tax Collector's Office**  
 Use the [Talent Center](#) link. This link is also found in your Favorites list in Chrome and Internet Explorer. Your FACE login is the same as your OPUS login. Your OPUS login is the first letter of your first name, your last name and employee number (such as *jdoe123456*). Enter your Talent Center password which may be your OPUS password or a password of your choosing (at least 8 characters).

*Problems with login?* – See [Talent Center Login and Password Tips](#).

## Overview of Talent Center



## Home

- My Reviews (FACE performance reviews including active and final)
- My Goals (employee goals and status)
- My Onboard/Offboard Tasks (documents for new hires and exiting employees)

## My Info

- Employee Information
- Attachments
- Education History
- Certificates

## Manager View

- Managers/supervisors only have this function used to switch to manager mode to handle reviews and goals for their employee(s)

## Logout

# Performance Reviews

## Viewing Your Current Performance Review and Making Comments

1. Log into the Talent Center to access FACE (see [Login](#)).
2. Under **Home, My Reviews, Active** tab, click the blue **Edit** box.
3. Review the information entered by your manager/supervisor.
4. Enter your comments in the **Employee Comments** text box, click the blue box with a checkmark to save, and click **Submit**.
5. 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. Log into the Talent Center to access FACE (see [Login](#)).
3. Under **Home, My Reviews, Active** tab, click the blue **eSign** box.
4. Click **eSign Review**.
5. Type *Final Comments* if desired, *first name, last name, and date*.
6. Click **eSign it**.
7. Click **Print** or **Close**.

*Note: Once your manager/supervisor has completed their eSignature, the review will be available on the Final tab.*

## Viewing Previous Performance Reviews

1. Log into the [Talent Center](#) to access FACE.
2. Under **Home, My Reviews, Final** tab, click **View** or **Download** for the review.

*Note: Your review will not be viewable under the Final tab until your manager/supervisor completes their eSignature.*