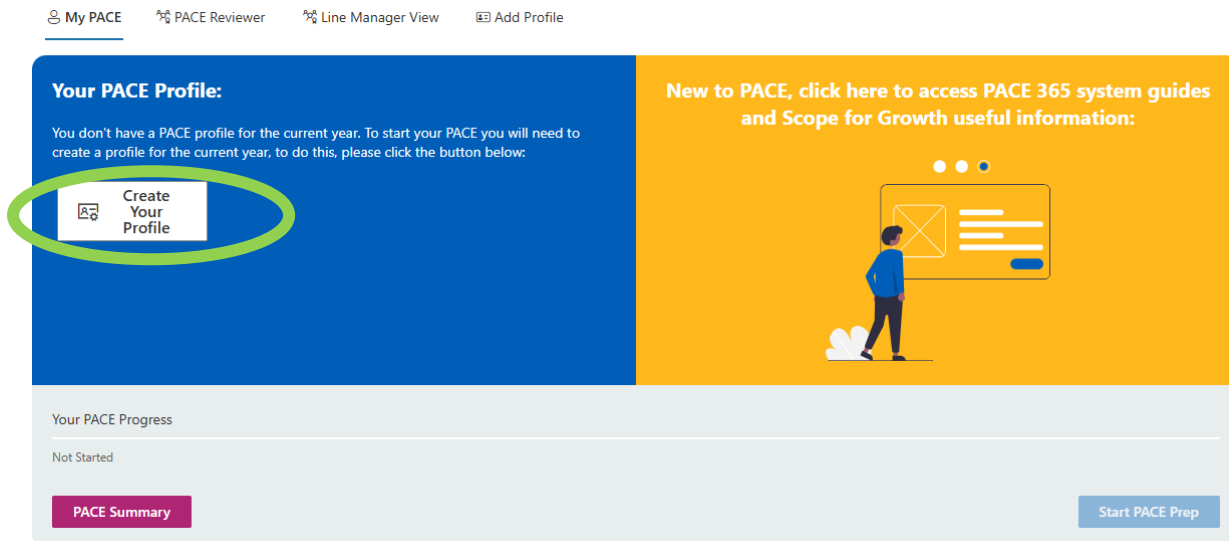


How to create your PACE 365 profile and update existing information

To commence your pace 365, you need to 'create your profile' for the pace to be activated. This is something you have to do each year as the system is revised and refreshed.

The below instructions is also how to update the information stored within your PACE profile.

When you open up the PACE 365 system, the create profile will show.



Your PACE 365 profile will look like the above, to set up your profile select 'Create Your Profile'

If you have used pace before your employee number may be pre-populated, if not type in your 8-digit employee number which can be found on ESR (your payslip/profile) followed by your Job Title.

To search for you team, start typing your team's name and a list of teams will appear (or enter your cost centre code), simply click the correct team and that will automatically update that field. Once you have updated your team, the division will automatically populated and then select your band from the drop-down list.

To search for your Line Manager Supervisor and Reviewer, start typing in the first name and a list of names will appear, simply click the right person and that will automatically update that field.

The pace schedule date will be the date that you will have your review with your manager. This date can be changeable for when the pace is complete and can be conducted when the time is right.

Create PACE Profile



Employee Number

12345678

Job Title


Assistant Learning & Development Facilitator

Team

Band

Band 4



 Please ensure that you select the correct line manager, supervisor and reviewer. You can type in their first name and surname and then verify the correct account by checking their job title, or alternatively you can search for them with their email address

Line Manager

Supervisor

Reviewer

PACE Scheduled Date

Date



New for 2025 is a Notes section for you to add any notes you want to remember for you PACE appraisal. This information can be added to this box:

Notes

Please add any notes you want to remember for your PACE Appraisal.

At Mersey Care we are taking steps to provide a more supportive and inclusive environment for all employees. To gain a better understanding of people's needs and to plan and provide support. We want to gather information about neurodiversity within the workforce. **Your participation is voluntary and confidential and will not be shared at an individual level. This information will not be available to your line manager.**

Which of these do you feel apply to you even if you have not had a formal diagnosis. Please select all that apply, you can select more than one.

- ADHD
- Autistic
- Dyslexic
- Dyscalculic
- Dyspraxic
- Other
- None
- Prefer not to say

Once all information has been completed the save button will turn blue, click and your profile is all set



Your pace profile will now show all the information.

My PACE | PACE Reviewer | Line Manager View | Add Profile

Your PACE Profile:

- Your Name: Laura Watson
- Job Title: Assistant Learning & Development Facilitator
- Division: Trust Wide Support Services
- Team: Learning and Development
- Pay Scale (Bands 1-9): Band 4
- Line Manager: Jennifer Chapman
- Reviewer: Jennifer Chapman
- Supervisor: Jennifer Chapman
- Scheduled Date: 19/05/2025

[Edit Profile](#)

New to PACE, click here to access PACE 365 system guides and Scope for Growth useful information:

Your PACE Progress

Not Started

[PACE Summary](#) [Start PACE Prep](#)

You will now be able to start completing your PACE prep by clicking, Start PACE Prep.