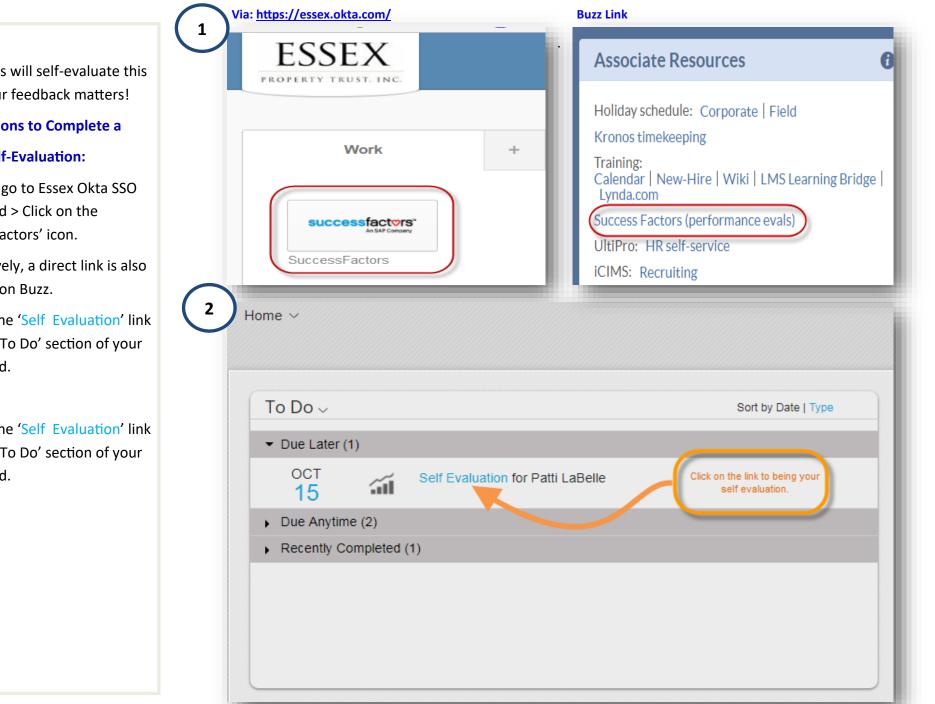
Operations Self—Evaluation: Logging In & Home Page



All associates will self-evaluate this year. Your feedback matters!

Instructions to Complete a

Self-Evaluation:

1) To begin, go to Essex Okta SSO dashboard > Click on the 'SuccessFactors' icon.

Alternatively, a direct link is also provided on Buzz.

- 2) Click on the 'Self Evaluation' link with the 'To Do' section of your dashboard.
- 2) Click on the 'Self Evaluation' link with the 'To Do' section of your dashboard.

Operations Self—Evaluation: Workflow

 The Navigation Tool Bar will remain at the top of your screen as you complete your evaluation. You can see updates to your "Overall Score" and "Incomplete Items" as you progress through the evaluation. You can also use this tool bar to save, print or pdf the evaluation.

4) The Route Map, also known as the Workflow, provides a step by step guide to completing the evaluation. Each step <u>MUST</u> be completed before you can advance to the next step in the process.

3 Patti LaBelle (99999) V SAP SuccessFactors Q Search for people Performance Reviews Team Overview Back to: To-Dos This is the Navigation Bar which will remain at the top of your screen as you & Actions (-) History 骨 2017 Essex Performance Evaluation for Patti LaBelle progress through the evaluation. "Overall Score" and Incomplete Items" will auto populate as the various ∆24 unrated evaluation sections are completed Allows you Patti LaBelle Allows you to save as view historical Overall Score Incomplete Items pdf. forms 4 Route Map) The Route Map provides a step by step guide to completing the evaluation. You must complete each step before you can move on in the process. Completed Assessmen Signature Due 10/15/2017 Manager Evaluation 1 2nd Level Review 1 Self Evaluation 2 Manager Signature 1 5 Associate Signature 1 6 Completion C Actions Click on the "i" icon for detailed information about each step 1-Self-3— Review: 2- Manager 4 — Manager 5 — Associate **Evaluation:** Signature: Evaluation: Asso-Signature: Asso-2nd Level Manciates complete a Managers comciates should Managers ager reviews and self-evaluation in plete the offielectronically approves the should schedule this step. This is cial evaluation sign the form to their one-onevaluation. of the associate acknowledge your opportunity one meeting in this step. to showcase your receipt and rewith their assoperformance view of the perciate in this during the evaluformance. evalustep; once the ation period by ation. meeting takes scoring and complace, electronimenting in each cally sign the section or comform. Ensure petency. the associate also electroni-

Operations Self—Evaluation: Rating Scale

5) The Rating Scale	Introduction
provides a struc-	This evaluation consists of five sections: Critical Functions, Expectations of Employment, Individual Performance Goals, Describing Your Long Term Goals, and Performance Summary. The following rating scale provides a structured and standardized approach to measure performance.
tured and stand- ardized approach to measure per- formance.	 Unsuccessful/Unacceptable Performance: Performance fails to meet minimum expectations for this role, and immediate and sustained improvement is required. Partially Successful/Effective Performance/Needs Improvement Performance does not consistently meet or occasionally fails below what is required of the position; improvement in specific areas is required. Fully Successful/Effective Performance: Performance consistently meets the critical requirements of the position, continually achieves preset goals and performs with distinction. Superior/Highly Effective Performance: Performance is continually and consistently superior and regularly goes beyond what is expected. Distinguished Performance and role Model Status: Clearly and consistently demonstrates extraordinary and exceptional accomplishment in all major areas of responsibility.
The Success Fac- tors evaluation	1. Unsuccessful/Unacceptable Performance : Performance fails to meet minimum expectations for this role, and immediate and sustained improvement is required.
provides a sum- mary version of	2. Partially Successful Performance/Needs Improvement: Performance does not consistently meet or occasionally falls below what is re-
the 1—5 Rating	quired of the position; improvement in specific areas is required.
Scale, but further details are de- scribed here.	3. Fully Successful/Effective Performance: Performance consistently meets the critical requirements of the position, continually achieves preset goals and performs with distinction.
schbed here.	4. Superior/Highly Effective Performance: Performance is continually and consistently superior and regularly goes beyond what is expected.
	5. Distinguished Performance and role Model Status: Clearly and consistently demonstrates extraordinary and exceptional accomplish- ment in all major areas of responsibility.

Operations Self—Evaluation: Critical Functions Section



There are <u>three</u> main sections (A, B, C) that you must complete for your self-evaluation.

Critical Functions—Section A

- The first section to complete is the Critical Functions. Five main competencies make up this section.
- Community Operations
- Fiscal Management
- Customer Service/Market Knowledge
- Leadership/Personnel Management
- Administrative/Other Duties

The relative importance of each area differs by position, so each area is weighted accordingly. Please refer to the 2016 Evaluation Manager Handbook located on Buzz page for a breakdown of the weights.

Please Note: Not all positions have five competencies in their Critical Functions.

Please make sure to include notes in the comments section for <u>each</u> competency.

Critical Functions (50.0%)

Critical Functions list abilities (knowledge, skills, traits) needed to perform the functions of a specific role. The relative importance of each differs by position. The purpose of this section is to evaluate individual performance compared to company expectations as it relates to every team members role.

Adminstration/Other Duties

- Adapts to change and follows instruction
- Receives constructive criticism in a professional manner
- · Completes error free, high quality reports in a timely manner
- · Proficient in computer applications and usage as it relates to property management
- · Completes all company required training in a timely manner

* Rating ⑦ ★★★★★☆ Superior/Highly Effective Performance

* Subjects Comments

* Rating

is required.

Improvement:

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B I ⊔ | I Ξ Ξ Ξ Ξ I 𝒴 | 𝒫 | 𝔅 S → | 🚓 📲 | I am open to feedback and always willing to learn. For instance, my manager recommended some ideas that would help me improve my sales skills. I incorporated those ideas into my work and took additional training classes. By making these changes, I was able to increase my closing ration by 40%.

Ø

This is a required field. The form will not route if it is empty.

Performance Rating Scale

1.0 Unsuccessful/Unacceptable Performance:

Performance fails to meet minimum expectations for

this role, and immediate and sustained improvement

2.0 Partially Successful Performance/Needs

Performance does not consistently meet or

Performance consistently meets the critical

occasionally falls below what is required of the position; improvement in specific areas is required.

3.0 Fully Successful/Effective Performance:

requirements of the position, continually achieves preset goals and performs with distinction.

4.0 Superior/Highly Effective Performance:

Clicking the question mark icon will provide detailed information on the rating scale.

Ratings from Others

There are no Ratings from Others

Please make sure to include detailed comments with

specific examples to support your ratings.

Please Note: Insufficient comments may result in your manager returing the self-evaluation to you for more

details

Operations Self—Evaluation: Expectations of Employment Section

SUCCESSFACTORS"

Expectations of Employment— Section B

7) The second section to complete is the Expectations of Employment section. This section lists behavioral competencies required of all associates regardless of their position.

The competencies are:

Accountability

- Appearance
- Attendance
- Attention to Detail
- Communication Skills
- Initiative
- Reliability
- Safety
- Teamwork

At the end of this section, there will be one overall comment box. Please use this to provide specific examples that support your ratings for the Expectations of Employment section. Expectation of Employment (20.0%)

The purpose of this section is to evaluate performance alignment in the behavioral competencies required of all Essex team members irrespective of their position. Essex team members are expected to demonstrate proficiency in these competencies as they relate to their role.

Accountability

Accepts work assignments and takes ownership of shortcomings and commits to corrective actions. Identifies and overcomes roadblocks or setbacks early to deliver results.

* Rating ⑦ ☆☆☆☆☆☆ unrated

Attention to Detail

Ratings from Others There are no Ratings from Others

Appearance - DO NOT RATE HIGHER THAN A 3 - Maintains a professional appearance at all times. Compliant with E-Apparel policy and wears name tag/ID badge during	j work hours.	Please note: There are three behavioral competencies that should <u>not</u> be rated higher than a 3:
* Rating ⑦ ★★★☆☆ Fully Successful/Effective Performance	Ratings from Others There are no Ratings from Others.	Appearance Attendance Safety
Attendance - DO NOT RATE HIGHER THAN A 3 -		
Comes to work on time and takes necessary breaks and meal periods. Uses timekeeping system effectively. * Rating ⑦ ★ ★ ★ ☆ ☆ Fully Successful/Effective Performance	Ratings from Others There are no Ratings from Others.	

Displays concern for thorough and complete work. Delivers high quality results on time and understands the "bigger picture".

* Rating (?) $\star \star \star \star$ Distinguished Performance and role Model Status Ratings from Others There are no Ratings from Others.

Performance Summary—Section C

8) The final section to complete is the Performance Summary. This section allows you one final chance to include any important information you would like considered in your evaluation.

Things to include in your comments:

- Highlight accomplishments
- Address deficiencies
- Note areas for improvement/ development

Once you **finalize the form**, it will be routed directly to your manager who will review and then complete the manager's section.

Please Note: You will <u>NOT</u> be able to sign the form at this time. This step occurs later in the process when you meet with your manager for your one on one review.

'he Manager's rati	ings are the "ratings of record" and will be permanently stored on th			
Overall Form R nrated	Rating: ⑦	Adjusted Calculated Form R unrated	Adjusted Calculated Form Rating: unrated	
Name		Rating	Weight	
tion Comments:		unrated	20.0% of total score	
tion Comments: jects Comments I ⊻ I ⊞ ⊞ ⊞ ⊞ I		unrated	20.0% of total score	
ition Comments: ojects Comments I 보니 ja 참 로 포니			20.0% of total score	
ttion Comments: jects Comments $I \ u \ \ i \equiv \ u \ u$ i atures the review is completed y			20.0% of total score	
Expectation of Er	∂ ²		20.0% of total score	

Once you click the "Finalize Form" button, a confirmation page will appear. You can leave an additional comment, but this comment will **NOT** apply to your evaluation. This comment, if you choose to make one, will be emailed to your manager.

Once you click the "Finalize Form" button on the pop up box, an email notification will be sent to your manager to inform them that the evaluation is in their queue and ready to be completed.