

Reasons for Feedback

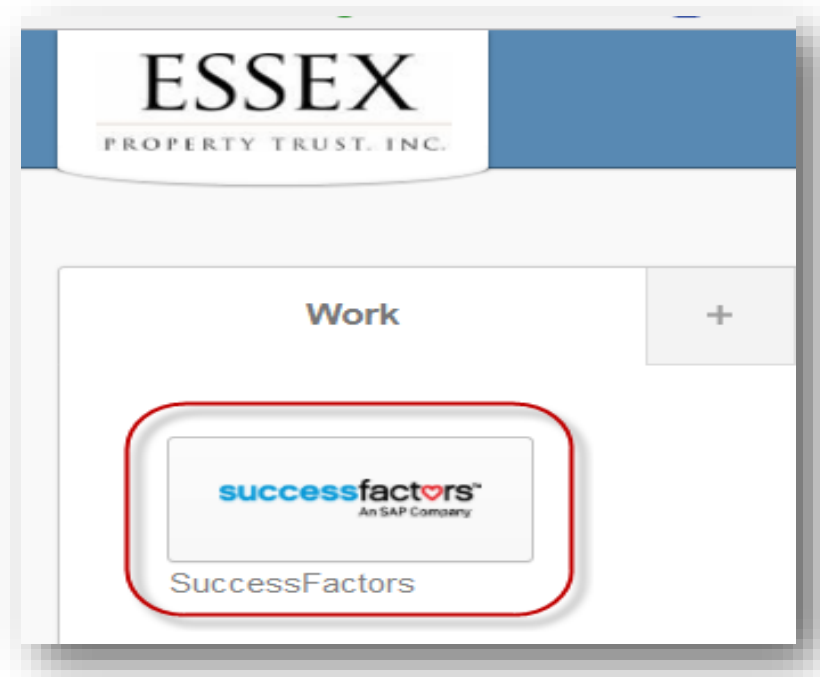
As part of the evaluation process, we encourage Managers to solicit feedback regarding their associate's performance. Feedback may be helpful if:

- The associate recently transferred to your site or department.
- The associate works at multiple sites or floats to different communities.
- The associate was recently promoted.
- The associate has completed special assignments/projects at a different location or with a different team.

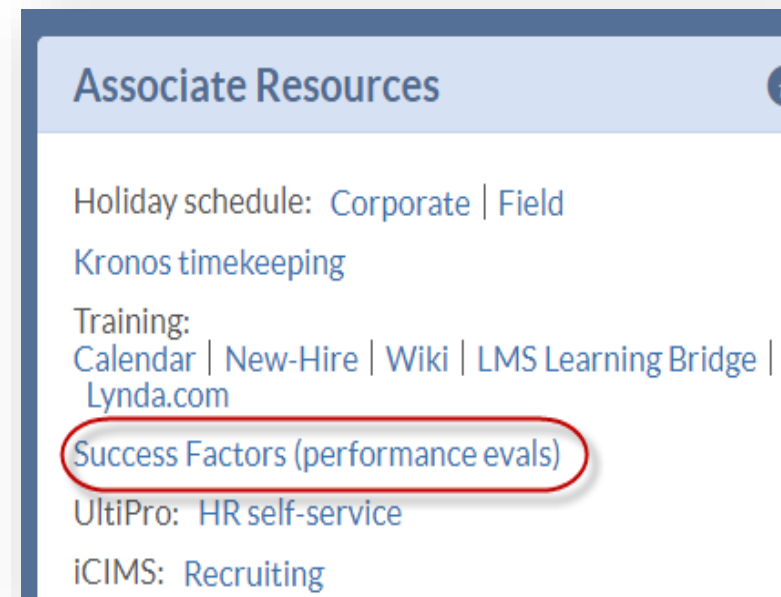
To begin, log into the system via SSO or link provided on Buzz.

After you log in, you will be directed to your home page.

Via: <https://essex.okta.com/>



[Buzz Link](#)



How to Use the Feedback Tool

There are two ways to enter the system and solicit feedback from other managers and associates about your employee.

Option 1: From the Home Page

Use this option if you would like to be proactive in your request for feedback. By using Option 1, you can solicit feedback BEFORE your associate's evaluation is in your queue.

From your home page:

- Click on the Home drop down arrow
- Select "Performance."

You will then be directed to the "Team Overview" screen where you can ask for feedback about your associates.

- Click on the "Ask for Feedback" button

Option 1

The screenshot shows the SAP SuccessFactors Performance interface. At the top, there is a navigation menu with 'Home', 'Goals', 'Performance', 'Company Info', and 'Associate Files'. The 'Performance' option is highlighted. Below this, the 'Team Overview' screen is displayed for the '2018 Essex Performance Evaluation'. The page shows a table with columns for 'My Team', 'Feedback from Others', 'Manager Evaluation', and 'Signatures'. The 'Ask for Feedback' button is highlighted with a red circle and a red arrow pointing to it. The button is located in the 'Feedback from Others' column for the employee Patti LaBelle. The table also shows scores for 'Manager Evaluation' (3.15 for Roseanne Barr, 3.86 for Patti LaBelle) and due dates (Sun 10/29/2017 and Sun 11/19/2017).

My Team	Feedback from Others	Manager Evaluation	Signatures
Roseanne Barr		3.15 3.15	□ □ □
Patti LaBelle	Ask for Feedback Recommended Later	3.86 3.86 Review Patti	

How to Use the Feedback Tool

Option 2

Option 2: From the Associate's Evaluation

You can use Option 2 once the associate's evaluation is in your queue.

From your home page

- Click on the associate's name to start their evaluation.
- Once their evaluation opens, click on the "Team Overview" tab in the top left hand corner.

You will then be directed to the "Team Overview" screen where you can ask for feedback about your associates.

- Click on the "Ask for Feedback" button

The first screenshot shows a 'To Do' list with a red arrow pointing to 'Patti LaBelle' under the 'To Do' category. The second screenshot shows the '2017 Essex Performance Evaluation for Patti LaBelle' screen with the 'Team Overview' tab circled in red. The third screenshot shows the '2018 Essex Performance Evaluation' table with the 'Ask for Feedback' button circled in red and a red arrow pointing to it from the '2017 Essex Performance Evaluation' link.

My Team	Feedback from Others	Manager Evaluation	Signatures
Roseanne Barr		3.15 3.15	□ □ □
Patti LaBelle	Ask for Feedback Recommended Later	3.86 3.86 Review Patti	

Asking for Performance Feedback

Feedback Email

Regardless of whether you accessed the feedback tool from Option 1 or Option 2, you will end up at the Team Overview screen in which you “Ask for Feedback.”

- An “Ask for Feedback About...” box will pop up.
- Under “Find an employee,” type in the name of the associate whose feedback you would like to request (you can send an email to up to **five** people). The person will appear under the “People” section as a “New Request.”
- A template email is automatically created for you. However, you can draft your own email if you prefer. **Please make sure to include a due date in your email.**
- Once you’ve added all the associates you would like to request feedback from and your email is drafted, click “Send email.”

Any associate you send an email to will receive the following message in their Essex Outlook Inbox.

The associate hits “Reply” and types the

Ask for Feedback about Patti LaBelle

Send an email to 3-5 people and we will show their feedback with the performance review forms

Add existing associate

Or select from the following recommended list

- John Goodman
Maintenance Technician
- Roseanne Barr
Leasing Specialist
- Warren Beatty
Assistant Manager

People:
New Requests

A template email automatically comes up. You can use the template or draft your own email.

Message:

Hi [[RECIPIENT_NAME]],
I would appreciate your feedback regarding the work you did with Patti LaBelle. I am looking for any strengths and opportunities for development. Please provide your feedback as soon as possible so I will have enough time to incorporate your thoughts into my review.

Thanks,
Brad Pitt

Cancel Send email



Feedback email sent from Success Factors.....

And arrives in Essex Outlook email Inbox

Ignore X Meeting Folder

Junk - Delete Reply Reply Forward IM - Team E-mail

More - Reply & Delete

Delete Respond Quick Step

Subject: Performance Feedback request for Patti LaBelle

Successfactors™
An SAP Company

~~~~~Click on reply and enter your text to add feedback~~~~~

Hi ,  
I would appreciate your feedback regarding the work you did with Patti LaBelle. I am looking for any strengths and opportunities for development. Please provide your feedback by 01/17/2015 so I will have enough time to incorporate your thoughts into my review.

Thanks,  
Brad Pitt

Request Feedback #a19f64c4d0155edd8ee0d8d6dd010329\$

## Accessing Feedback

You will be able to access the feedback by clicking on the “Supporting Information” icon located on the Navigation Toolbar of your associate’s evaluation.

**Please Note:** This feedback will **NOT** automatically populate in the evaluation. It is simply there as a reference to help with the associate review.

You will be able to access this information anytime you pull up the evaluation; however, your associate will not be able to see it. It is for the Manager’s view only.

Performance ▾ Search for people Brad Pitt (99997) SAP SuccessFactors

Reviews Team Overview

Back to: Inbox

2018 Essex Performance Evaluation for Patti LaBelle

Patti LaBelle Overall Score: 3.86 Incomplete Items: 17 Out of 3: # 1

Route Map Associate Information Introduction Expectation of Employment Critical Functions Individual Performance Goals Long Term Goals Performance

Route Map

Assessment Due 10/28/2017 Signature

1 Self Evaluation Complete 2 Manager Evaluation 3 2nd Level Review 4 Manager Signature 5

Supporting

Jump to: Notes (4)

Notes From Brad Pitt(4)

Make readys are turned over in a day