Asking For Performance Feedback

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:

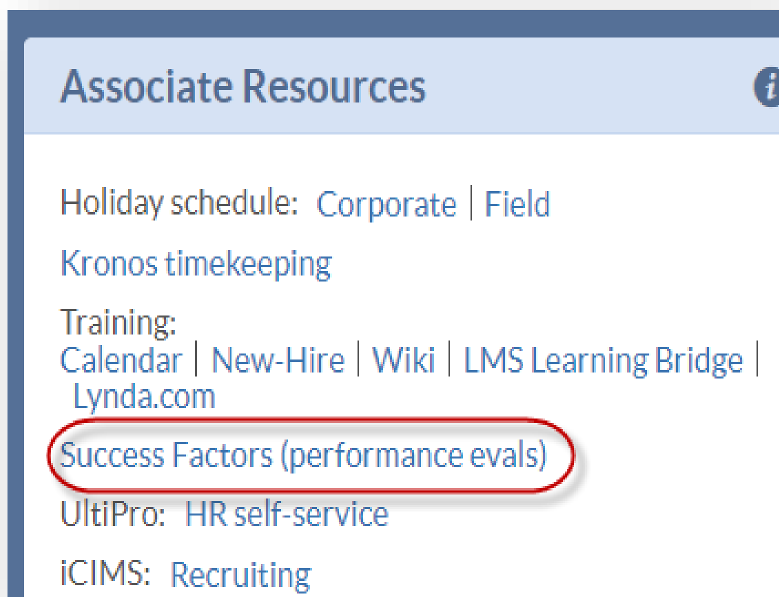
- The associate recently transferred to your site or department.
- The associate works at multiple sites or floats to different communities.
- The associate was recently promoted.
- The associate has completed special assignments/projects at a different location or with a different team.

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



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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.

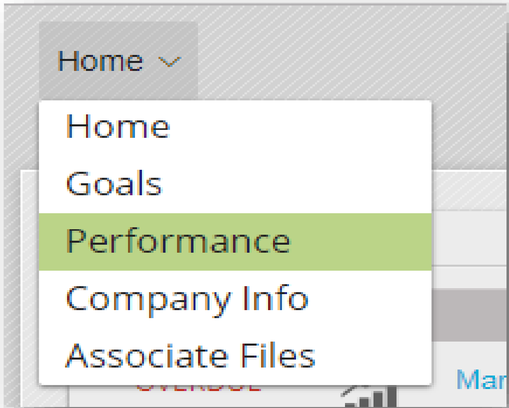
From your home page:

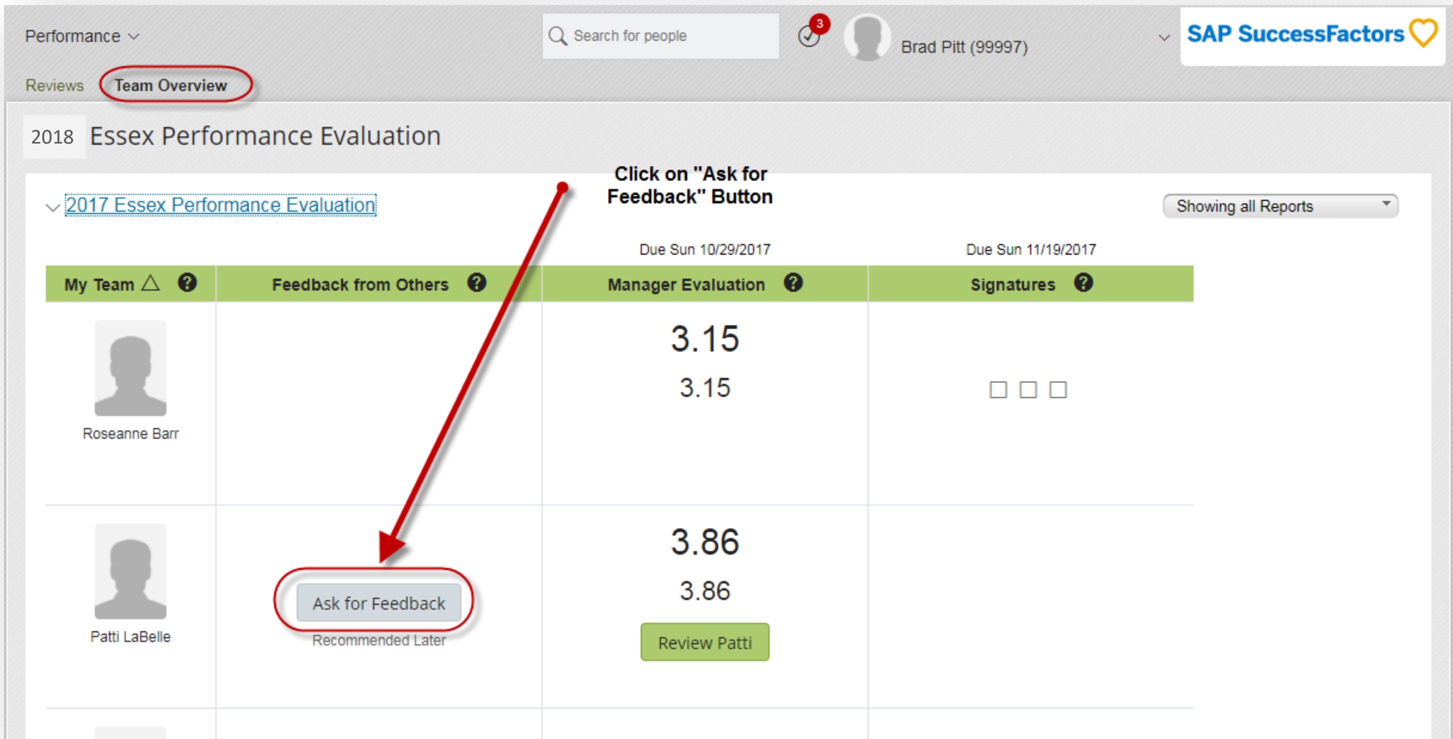
- Click on the Home drop down arrow
- Select "Performance."

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

- Click on the "Ask for Feed-back" button

Option 1





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How to Use the Feedback Tool

Option 2

Option 2: From the Associate's Evaluation

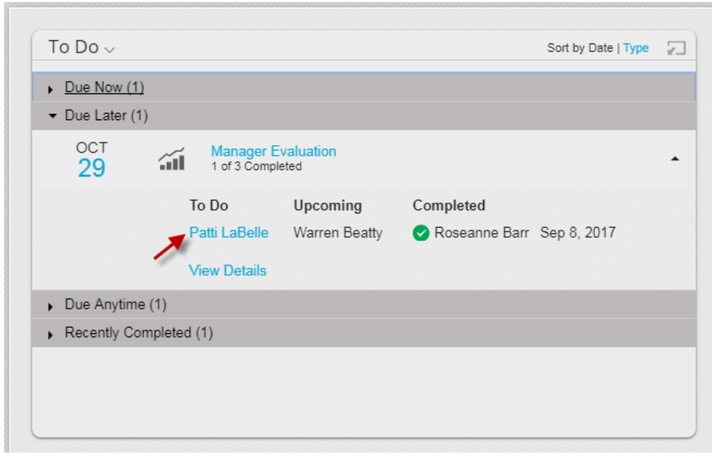
You can use Option 2 once the associate's evaluation is in your queue.

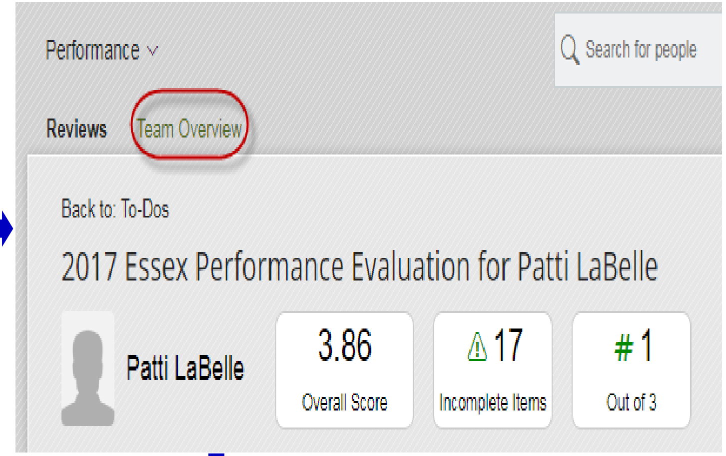
From your home page

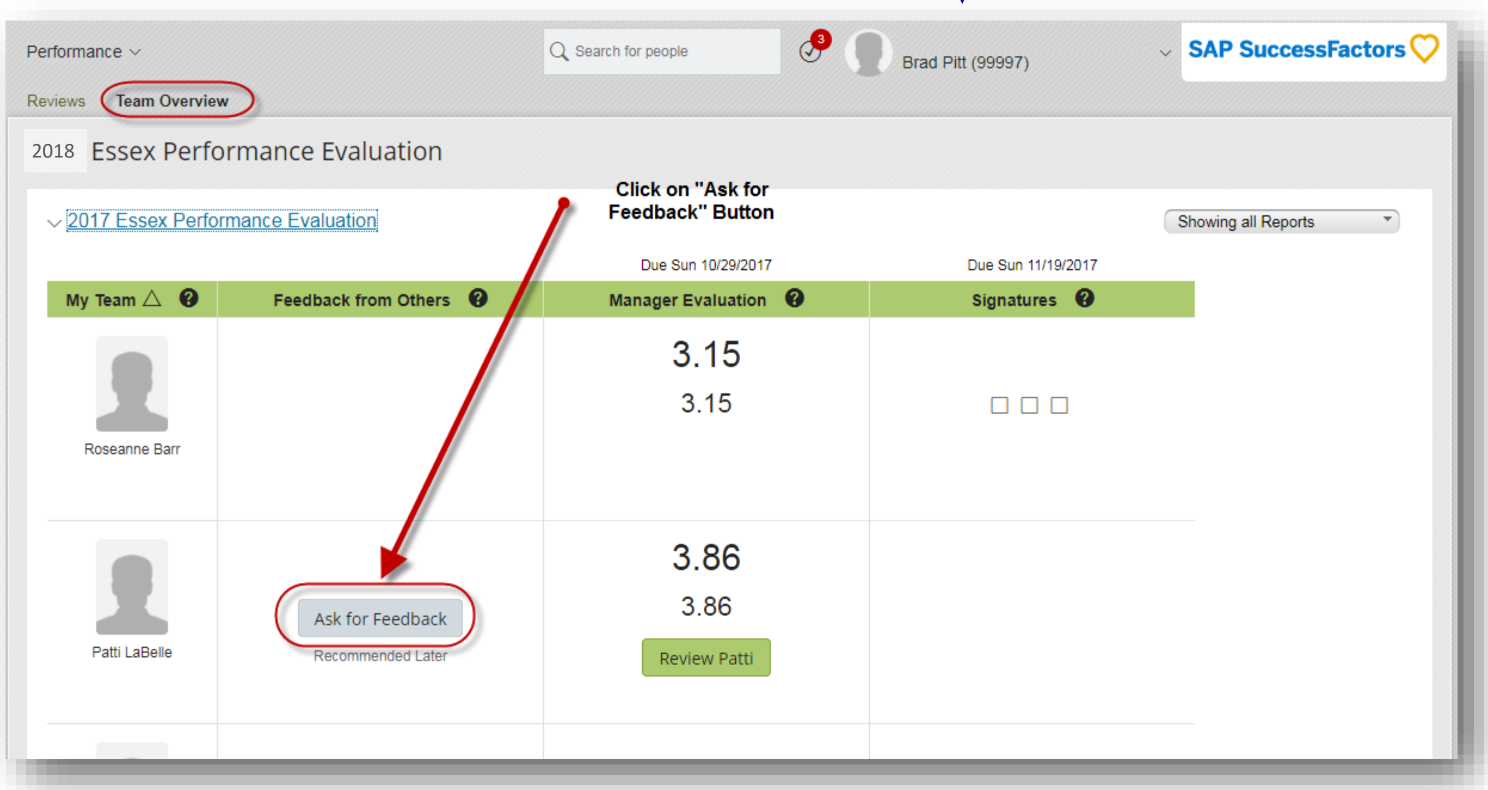
- Click on the associate's name to start their evaluation.
- Once their evaluation opens, click on the "Team Overview" tab in the top left hand corner.

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







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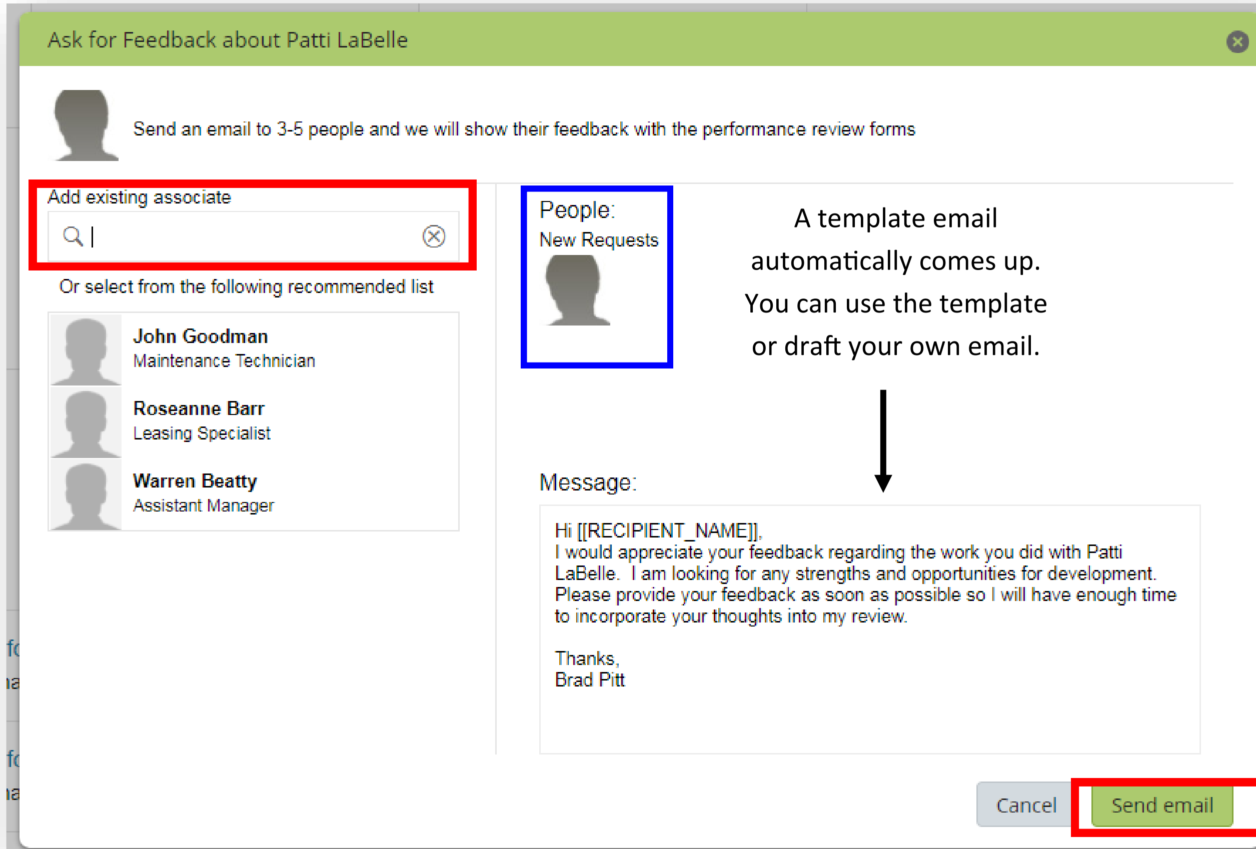
Feedback Email

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."

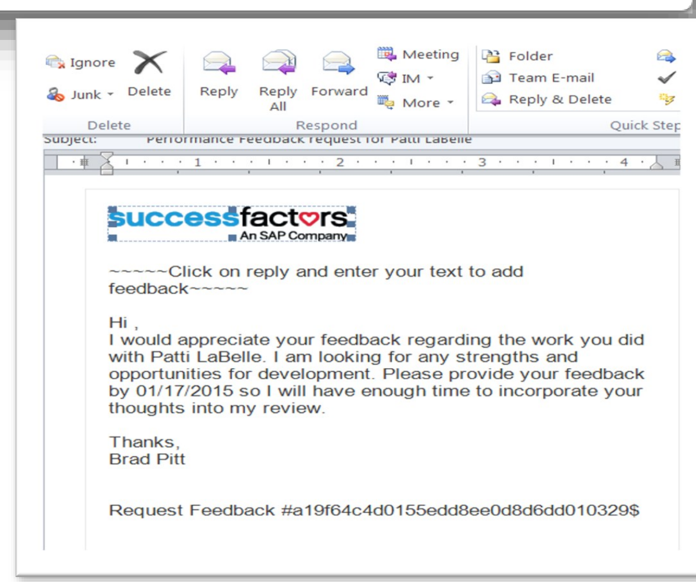
Any associate you send an email to will receive the following message in their Essex Outlook Inbox.

The associate hits "Reply" and types the



Feedback email sent from Success Factors…..

And arrives in Essex Outlook email Inbox



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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.