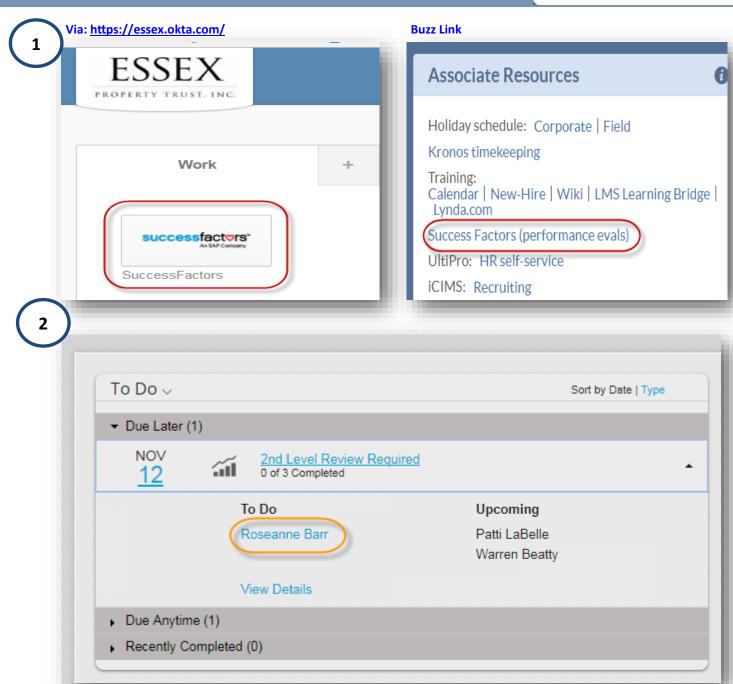**successfactors™**
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2nd Level Review

Once the Manager completes the associate evaluation, the form will be routed to you for final review.

As a 2nd Level Reviewer, you will ensure that any ratings/comments provided are accurate and appropriate. You will not be required to populate the ratings or add additional comments. However, if you feel the form needs revisions, you have the ability (at the end of the form) to send it back to the manager for changes.

Logging In

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

(use forgot password for reset if needed)

2) Under the "**2nd Level Review Required**" section, click on the associate's name under "**To Do**" to review their evaluation.

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

(1)

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Work   +

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SuccessFactors

Buzz Link

Associate Resources ⓘ

Holiday schedule: Corporate | Field

Kronos timekeeping

Training:
Calendar | New-Hire | Wiki | LMS Learning Bridge | Lynda.com

Success Factors (performance evals)

UltiPro: HR self-service

iCIMS: Recruiting

(2)

To Do ⌄   Sort by Date | Type

▼ Due Later (1)

NOV 12   📊   **2nd Level Review Required**
                0 of 3 Completed   ▲

To Do   **Upcoming**

Roseanne Barr   Patti LaBelle
                                 Warren Beatty

View Details

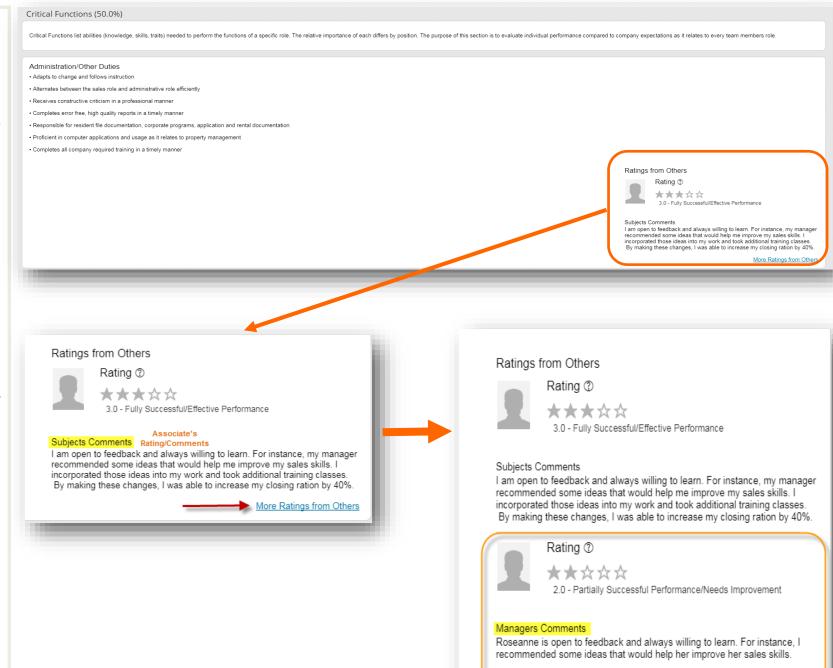▶ Due Anytime (1)

▶ Recently Completed (0)

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There are <u>three</u> main sections to review:

Critical Functions, Expectation of Employment, and Performance Summary.

To do this:

- The associate comments/rating will appear in the "Subject Ratings" or "Subject Comments" section. These items will be populated if the associate completes their self evaluation. Otherwise it will be blank.

- To view the Manager's Rating/ Comments" : click on the "More Ratings from Others" link at the bottom right hand corner of each rating item.

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.

Administration/Other Duties
- Adapts to change and follows instruction
- Alternates between the sales role and administrative role efficiently
- Receives constructive criticism in a professional manner
- Completes error free, high quality reports in a timely manner
- Responsible for resident file documentation, corporate programs, application and rental documentation
- Proficient in computer applications and usage as it relates to property management
- Completes all company required training in a timely manner

Ratings from Others

Rating ⑦

★★★☆☆
3.0 - Fully Successful/Effective Performance

Subjects Comments
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%.

More Ratings from Others

Ratings from Others

Rating ⑦

★★★☆☆
3.0 - Fully Successful/Effective Performance

Subjects Comments   *Associate's Rating/Comments*
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%.

More Ratings from Others

Ratings from Others

Rating ⑦

★★★☆☆
3.0 - Fully Successful/Effective Performance

Subjects Comments
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%.

Rating ⑦

★★☆☆☆
2.0 - Partially Successful Performance/Needs Improvement

Managers Comments
Roseanne is open to feedback and always willing to learn. For instance, I recommended some ideas that would help her improve her sales skills.

Less Ratings from Others

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Signatures

After reviewing the entire evaluation, you now have the opportunity to provide feedback about the associate.

Please Note—If you choose to add your own comments, they will become part of the final evaluation form.

If you approve of the evaluation, click the "Sign" button and it will be routed back to the manager for their signature.

If you do not approve of the evaluation, click the "Reject" button and it will be routed back to the manager for revisions.

Signatures

Once the review is completed you will be able to electronically sign the form. Your electronic signature will be stored in this section of the form

2nd Level Manager:

Angelina Jolie has not signed yet

Comments by Angelina Jolie

B *I* U | ≡ ≡ ≡ ≡ | ⬈ | ⬚ | S ∨ | 🖉

Manager:

Brad Pitt has not signed yet

Associate:

Roseanne Barr has not signed yet

Cancel Save and Close Reject Sign

Signatures

Once the review is completed you will be able to electronically sign the form. Your electronic signature will be stored in this section of the form

2nd Level Manager:

Angelina Jolie has not signed yet

Comments by Angelina Jolie

B *I* U | ≡ ≡ ≡ ≡ | ⬈ | ⬚ | S ∨ | 🖉

If you would like to add your own comments, you can now do so here.

Please Note—Your comments will become part of the final evaluation form.

Manager:

Reject   Sign