



## PROMOTION RECOMMENDATION FORM

- Solicit and leverage feedback on the promotion candidate to complete the form. Submit to your HRBP.
- Oaktree's CEO will review all promotion recommendations; the Management Committee will calibrate recommendations at and above the VP level.

PROMOTION RECOMMENDATION FORM		
Candidate Name: Katie Boivin	Manager: Dana Moolani	HRBP Reviewer:
Department: Accounting	Sub-Department: Closed-end Fund Accounting	Location: Los Angeles
Current Title: Analyst	Potential Promotion Title: Senior Analyst	Promotion Recommended (Y/N): Y
Sources of Feedback: Dana Moolani, Luan Bui		

TITLE ASSESSMENT
<p>What are the minimum qualifications, technical experiences, aptitude, and knowledge for the promotion title?</p> <ul style="list-style-type: none"><li>• Qualifications: 1) Mentor / train junior level staff, 2) Work directly with line managers and senior managers within our group, 3) Understand and interpret information/data from documents such as the LPA, FS, MMR, PS, etc., 4) Work directly with CS, Marketing and other external groups.</li><li>• Technical Experiences: Competent in Salesforce, Excel, and able to interpret calculations such as management fees, returns, IRR, etc.</li><li>• Aptitude: Quick learner, calm under pressure, drive to take on new challenges, steps in to assist, and maintains a positive attitude</li><li>• Knowledge: Fund accounting (competent knowledge on multiple strategies – generalist), regulatory reporting, AUM, Auditor's independence</li></ul>
<p>What are the critical Oaktree competencies and contribution level for the promotion role*?</p> <ul style="list-style-type: none"><li>• Competencies: Results, Resourcefulness, Communicates Effectively, Courage, Maintains Accountability</li><li>• Contribution Level: combination if contributes independently and contributes through others</li></ul>

CANDIDATE ASSESSMENT
<p>Describe the technical, functional, and interpersonal competence the candidate exhibits.</p> <ul style="list-style-type: none"><li>• Technical: Competent in Salesforce, Excel, and able to interpret calculations such as management fees, returns, IRR, etc.</li><li>• Functional: Sees a request through from start to finish, resourceful and knows where to find information and data, confident when discussing issues, doesn't spin her wheels and reaches out to a manager for clarity on difficult topics, willing to challenge herself and take on new projects</li><li>• Interpersonal: Network building, relationship management, mentoring</li></ul>
<p>What competencies does the candidate exhibit well? What is their current level of contribution?</p>

*\*For more resources on competencies and contribution levels, visit Oaktree Central > Human Resources > Competencies*



## OAKTREE

- Competencies: Results, Resourcefulness, Communicates Effectively, Courage, Maintains Accountability
- Contributions Level: Contributes independently / Contributes through others

How has the candidate performed in the current job with regard to leadership, impact, and people?

- Leadership: Appreciates input from others when developing and implementing ideas, demonstrates openness to new ideas and ways of looking at things, volunteers promptly to help others and goes the extra mile to ensure the team's success
- Impact: Katie is well respected by the CE Accounting team and the folks in CS and Marketing. In addition, she has worked on other projects beyond CEMCR such as BNYM invoicing, regulatory reporting, AUM and Auditor's independence.
- People: Trains / mentors junior staff and assists in the review of their work. This has freed up her manager time to focus on more difficult issues and topics.

What strengths does the staff member currently have, and what areas of development are needed to ensure continued career success?

- Strengths: Highly collaborative, takes full ownership of what she's working on and sees something through to the end, pro-actively communicates to internal and external parties, open to constructive feedback and applies what she's learned to the next task / project, maintains an optimistic attitude and steps in to assist others when needed, maintains strong relationships within and outside our department
- Development: Assist in further training our end users (i.e., CS and Marketing), find ways to cut down on inefficiencies in our responses to clients, get involved with additional projects that benefit the CE Accounting group.

How does the candidate perform in comparison to others at the same title level, both within and outside the department (if applicable)?

- Within Department: When we compare Katie to her counterpart on the team, she stands out as the senior analyst. Katie has been the lead staff for ClosedEndMCR for over 2.5 years, and has proved herself to be a mentor for Wade. She is confident and able to communicate her thoughts directly to managers and senior managers within our department. She is also able to communicate clearly and see things through with our CS and Marketing reps. Katie also assists in reviewing Wades work before it goes out, and is able to guide him through any changes. She is a team player and a quick learner and is an integral part of our team and overall department.
- Outside Department: When we compare Katie to CS reps outside of our department, her knowledge of the funds has gone above and beyond. She is confident and takes the time to learn about the nuances related to each strategy / fund. She also has a better understanding of the how and why (i.e., performance calculations, management fees, special fee arrangements, etc.). With that said, she is always willing to learn more and challenge herself, and when she doesn't have extensive knowledge on a particular subject, she takes the time to learn.