

Analyst	Organization: Dana Moolani
Manager: Dana Moolani	Location: Los Angeles
Evaluated By: Dana Moolani	01/01/2018 - 12/31/2018

Goals

1. INCREASE CE-MCR PRODUCTIVITY DURING DAILY WORKFLOW AND ALSO DURING PERIODS OF TEAM MEMBER ABSENCE BY ASSISTING WITH MORE COMPLEX REQUESTS THAT TYPICALLY REQUIRE MANAGER OVERSIGHT, THROUGH SHADOWING AND DISCUSSING REQUESTS IN DEPTH.

Due Date: 12/31/2018

Manager Evaluation	Employee Evaluation
Rating: Met	Rating: Met

2. FURTHER DEVELOP SOFT SKILLS BY STRENGTHEN RELATIONSHIPS WITH TEAMS THAT CE-MCR DEALS WITH DIRECTLY ON A DAILY BASIS, NAMELY CLIENT SERVICES. WHILE CONTINUING TO MAINTAIN RELATIONSHIPS WITH MEMBERS OF THE CE ACCOUNTING DEPARTMENT.

- MEETING WITH MANAGERS AND FA'S ALIKE TO INSURE CLEAR LINES OF COMMUNICATION ARE WITHHELD THROUGHOUT THE ENTIRE YEAR.

Due Date: 12/31/2018

Manager Evaluation	Employee Evaluation
Rating: Met	Rating: Met

3. CONTINUE TO INCREASE PARTNERSHIP ACCOUNTING KNOWLEDGE AND FURTHER MY UNDERSTANDING OF THE FINANCIAL STATEMENTS,MMR'S, AND LPA'S BY DISCUSSING ACCOUNTING CONCEPTS WITH MY MANAGER AND OTHER ACCOUNT MANAGERS.

Due Date: 12/31/2018

Manager Evaluation	Employee Evaluation
Rating: Met	Rating: Met

4. BUILD STRONGER GENERAL KNOWLEDGE OF OAKTREE AS A COMPANY, AS WELL AS SHARED COMPANY INFORMATION, THROUGH REVIEWING UPCOMING AND ARCHIVED COURSES FROM OAKTREE UNIVERSITY.

Due Date: 12/31/2018

Manager EvaluationRating: **Met****Employee Evaluation**Rating: **Met**

5. DEVELOP ADDITIONAL TRAINING TO SUPPORT AND ADVANCE THE KNOWLEDGE OF CS TEAMS WHO ARE RELIANT ON CE-MCR FOR CERTAIN CLIENT INQUIRES. TO BUILD MORE SELF-SUFFICIENT TEAMS AS WELL AS EXPEDITE TURNAROUND TIME.

Due Date: 12/31/2018

Manager EvaluationRating: **Course Corrected****Employee Evaluation**Rating: **Met****Development Items****Competencies****Decision Quality**

Makes good and timely decisions that keep Oaktree moving forward.

Manager EvaluationProficiency Rating: **Expectations Fully Met****Employee Evaluation**Proficiency Rating: **Expectations Fully Met****Drives Results**

Consistently achieves results, even under tough circumstances.

Manager EvaluationProficiency Rating: **Expectations Fully Met****Employee Evaluation**Proficiency Rating: **Expectations Fully Met****Maintains Accountability**

Holds self and others accountable to meet commitments.

Manager EvaluationProficiency Rating: **Expectations Fully Met****Employee Evaluation**Proficiency Rating: **Expectations Fully Met****Resourcefulness**

Secures and deploys resources effectively and efficiently.

Manager EvaluationProficiency Rating: **Expectations Fully Met****Employee Evaluation**Proficiency Rating: **Expectations Fully Met****Communicates Effectively**

Develops and delivers multi-mode communications that convey a clear understanding of the unique needs of different audiences.

Manager EvaluationProficiency Rating: **Expectations Fully Met****Employee Evaluation**Proficiency Rating: **Expectations Fully Met****Collaborates**

Builds partnerships and works collaboratively with others to meet shared objectives.

Manager Evaluation

Proficiency Rating: **Expectations Fully Met**

Employee Evaluation

Proficiency Rating: **Expectations Fully Met**

Values Differences

Recognizes the value that different perspectives and cultures bring to an organization.

Manager Evaluation

Proficiency Rating: **Expectations Fully Met**

Employee Evaluation

Proficiency Rating: **Expectations Fully Met**

Courage

Steps up to address difficult issues and says what needs to be said.

Manager Evaluation

Proficiency Rating: **Expectations Fully Met**

Employee Evaluation

Proficiency Rating: **Expectations Fully Met**

Instills Trust

Gains the confidence and trust of others through honesty, integrity and authenticity.

Manager Evaluation

Proficiency Rating: **Expectations Fully Met**

Employee Evaluation

Proficiency Rating: **Expectations Fully Met**

Performance Summary

Staff Members: In the context of the current review period, describe your:

- Most significant contributions and "above and beyond" accomplishments
- Application of the competencies to your role
- Development areas to increase your impact

Managers: In the context of the current review period, comment on your direct report's:

- Most significant contributions and "above and beyond" accomplishments
- Application of the competencies to their role
- Development areas to increase their impact

Manager Evaluation

Response: Wade has taken great strides this year to further enhance his knowledge and understanding of Oaktree and alternative investment funds. He has further developed his relationships within our department, as well as externally with the CS and Marketing groups. Wade has become more confident in his abilities, and he has taken the time to read fund documents such as the LPA, IMA, FS, etc., and has actively reached out to Accounting team members for additional clarification and guidance. This has broadened his knowledge of the funds / strategies, and has helped him to communicate the team's message both efficiently and effectively. Wade is a team player and is always willing to assist on new

Employee Evaluation

Response:

Goal Performance Review:

1) Increase CE-MCR productivity during daily workflow and also during periods of team member absence by assisting with more complex requests that typically require manager oversight, through shadowing and discussing requests in depth.

requests, all while maintaining a positive attitude. He is also open to constructive feedback and pro-actively seeks out new learning opportunities.

Wade was trained this year to take on more complex requests and was able to assist and step-up where needed. He took our feedback from the prior year and pro-actively sought out additional ways to challenge himself, all while juggling multiple requests. With that said, even when Wade does not have extensive knowledge on a particular subject, he takes the time to discuss with his manager so that he can learn for the next time. He is reliable when working through a complicated matter and works with the team to see something through from start to finish. As such, he is prepared for discussions with underlying support and takes the time to understand each request.

In addition to the development items listed, I encourage Wade to take a step back and look at the bigger picture when trying to close out a complicated request. Although he has taken the time to learn more about the Funds and our operations, he should obtain a further understanding behind the technicality of our Funds (i.e., performance metrics and how they are calculated). As such, he should continue learning more about the nuances related to each Fund / Strategy by attending group meetings, sitting in on training sessions, and having additional discussions with the managers and staff in the CE Accounting group. This will help Wade to think ahead and ask more meaningful and thoughtful questions when trying to reconcile complicated matters.

Overall, Wade is a great asset to our team and we look forward to helping him further develop his career over this next year.

- Met this goal continuously throughout the year by assuming responsibility for any requests needed. Few to no instances where I was unable to deliver a request due to the complexity or lack of required Closed-End Fund knowledge.

2) Further develop soft skills by strengthen relationships with teams that CE-MCR deals with directly on a daily basis, namely client services. While continuing to maintain relationships with members of the CE-Accounting department.

- Met this goal throughout the year by remaining in constant contact with client services and CE- Accounting department members. Maintaining clear lines of communication that increased cohesiveness between our group and other teams, creating a good environment to share information and in turn insure the best responses to client queries.

3) Continue to increase Partnership Accounting Knowledge and further my understanding of the Financial Statements, MMR's, and LPA's by discussing accounting concepts with my manager and other account managers.

- I was able to meet this goal by discussing accounting concepts with my manager and other account managers. And also by taking time on my own to review the Financial Statements, MMR's, and LPA's, and developing well thought out questions before entering those discussions. The results of this goal can be seen positively affecting goal 1 mentioned above.

4) Build stronger general knowledge of Oaktree as a company, as well as shared company information, through reviewing upcoming and archived courses from Oaktree university.

- Met this goal by reviewing multiple archived courses/ webcasts on Oaktree University. A webcast, “A Conversation with Howard”, was very helpful in grasping a higher level idea of Howard Marks’s vision of Oaktree. His view on company culture helped get a better perspective of what Oaktree stands for, and why he feels the firm stands apart from its competitors. Overall, helping to align my thoughts on everyday business responsibility with a larger responsibility of moving in sync with Oaktree’s culture. A power point course, “Leading Through Influence: Leveraging Relationships To Get Lasting Results”, did a great job of breaking down a balance between personal emotional intelligence and proper intent to gain the trust necessary to lead yourself and lead others towards achieving personal and company goals. This proved to be beneficial towards meeting goal 2 mentioned above. A webcast/power point course “Introduction to Geneva” broadened my existing knowledge of a system our team uses for daily client requests, assisting me to meet goal 1 mentioned above.

5) Develop additional training to support and advance the knowledge of CS teams who are reliant on CE-MCR for certain client inquiries. To build more self-sufficient teams as well as expedite turnaround time.

- There was an instance this year where the Client Relations team experienced the loss of a critical team member. During this time they were unable to produce a Relationship Summary deliverable that goes directly to Howard. Met this goal by putting together a training document, and meeting with the CR team to review, train, and support them until they could produce this deliverable within their own Group. Also on track with this goal furthermore by working closely with CS, in an effort for their team to self-support cash flow requests through the use of salesforce. On track to meeting this goal by currently reviewing cash flow requests using Geneva, and providing updates, corrections and feedback needed for them to develop a process that is self-reliant.

- Most significant contributions and "above and beyond" accomplishments

- Most significant contributions are consistent timeliness in regards to request turn around, and also going beyond simply providing answers to requests, but also ensuring there is a clear understanding of the answers provided, by always keeping open lines of communication and continual follow up through, email, phone, and Lync.

- Application of the competencies to their role

- Decision quality –By using good decision making, discretion, and judgment when escalating requests. To ensure requests are not unnecessarily delayed, but also not answered incorrectly if assistance is needed.
- Drives results under tough circumstances – By displaying willingness and ability to work through one off requests when they arise. Unique one off requests can be tough, but by being resourceful, using MMR's, LPA's, Financial Statements, and Accounting documents, I am able to still drive results.
- Accountability – By taking accountability for any request I am handling.

- Resourcefulness – I am able to utilize the LPA's, financials, partner statements, MMR's and other accounting documents to fulfill client requests.
- Communicates effectively – By having a willing to discuss a request with fund accountants, managers, client services members, and client relations members alike, to ensure requests are well received, understood, and handled properly.
- Collaborates – By collaborating with Fund Accountants to ensure client requests are processed.
- Values differences – By appreciating the differences of strengths and weaknesses in the workplace, and understanding the value of a diverse group, I am able to collaborate with all co-workers to process requests.
- Courage – Displaying the courage to take on any task needed. The courage to do so with confidence allows for a clear mind, aiding better results in my role.
- Trust – By displaying the above competencies I am able to gain the trust of the entire Oaktree community.

- Development areas to increase their impact

- Continue with courses from Oaktree University, to further develop business/ company knowledge.