

# Appraisal Report

For: DeLauro, Gina M.

Written By: Moolani, Dana

## 2015 June Cycle Performance Review

Created On: 5/12/2015

### Performance Review

#### Oaktree Core Competencies

		Current Performance	
Results-orientation		DeLauro, Gina M.	Fully Meets Expectations
		Moolani, Dana	Fully Meets Expectations
Provides high quality, technically sound solutions with great attention to detail.			
Displays energy, focus and an unwavering resolve to reach intended outcomes and meet business demands			
		Current Performance	
Business/Functional Expertise		DeLauro, Gina M.	Fully Meets Expectations
		Moolani, Dana	Fully Meets Expectations
Exhibits sound judgment and an ability to analyze problems to provide effective solutions			
Applies the necessary skills, research, and effort needed to perform at a high level and build Oaktree’s knowledge advantage			
Creates solutions that reflect an understanding of how one’s job impacts business results, such that they add value to the organization			
		Current Performance	
Influence		DeLauro, Gina M.	N/A
		Moolani, Dana	Fully Meets Expectations
Understands and leverages Oaktree structure and relationships			
Recognizes opportunities for progress or profitability and garners the necessary resources and support to affect change			
Supports and advocates change; inspires commitment from others			
Communicates clearly and effectively to get results			
		Current Performance	
Collaboration		DeLauro, Gina M.	Exceeds Expectations
		Moolani, Dana	Fully Meets Expectations
Demonstrates a spirit of collegiality and cooperation			
Shares information; willingly assists others and gives credit where due			
Creates and sustains positive working relationships			
		Current Performance	

Forthrightness	DeLauro, Gina M.	Fully Meets Expectations
	Moolani, Dana	Fully Meets Expectations
Demonstrates accountability; takes responsibility for own actions, decisions, results and mistakes		
Shares point-of-view authentically and without regard to popularity		
Values and delivers fact-based information; not prone to spin or exaggeration		
Development-focus	Current Performance	
	DeLauro, Gina M.	Exceeds Expectations
	Moolani, Dana	Fully Meets Expectations
Seeks out and welcomes feedback related to specific tasks and overall performance, and actively works to continuously improve		
Stays current on functional, organizational and industry practices and trends		
Invests time and effort in the success and professional growth of others, both within and outside of one’s department		
Assessment of 2015 Goals		
In the comment boxes provided below, list each goal and category and select the appropriate goal status from the drop down boxes. Include an assessment of your achievements as they relate to each goal.		
Goal 1	Goal Status	
	DeLauro, Gina M.	N / A
	Moolani, Dana	N / A
Goal, Category & Assessment		
Continue to improve and maximize capacity by automated weekly reporting.		DeLauro, Gina M.
- Discuss with consultants to improve the EMOF macro flash report, including updating the flash macro for the deal team’s specific request. Additionally, ensure that the cost roll macro is up-to-date for use.		
Since Gina is new to the firm and her goals were first set this March, we will reassess at a later point in time. Our plan is to have an informal meeting as we approach year-end. With that being said, Gina has already started working towards these goals and I can clearly see progress and development.		Moolani, Dana
Goal 2	Goal Status	
	DeLauro, Gina M.	N / A
	Moolani, Dana	N / A
Goal, Category & Assessment		
Enhance my overall knowledge of the funds, industry, and reporting process.		DeLauro, Gina M.
- Sign up and read industry alert article.		
- Research some investments inside the portfolio to gain an understanding of the securities being traded.		
- Evaluate the current reporting procedures in place and make appropriate recommendations for changes.		
- Produce timely reports and meet deadlines.		
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towards these goals and I can clearly see progress and development.

Goal 3	Goal Status	
	DeLauro, Gina M.	N / A
	Moolani, Dana	N / A

Goal, Category & Assessment

Identify three potential improvements to Oaktree and have completed or made substantial progress towards at least one of them.

DeLauro, Gina M.

- Utilized ARC features for more efficiency using global functionality.
- Obtain knowledge and understand the capabilities of GWI.
- Help to develop feedback for consultant projects.

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Moolani, Dana

Goal 4	Goal Status	
	DeLauro, Gina M.	N / A
	Moolani, Dana	N / A

Goal, Category & Assessment

Increase the capacity of other fund accountants and ensure effective coordination between OT departments as well as 3rd parties.

DeLauro, Gina M.

- Take ownership of the EMOF funds 100% and be the main contact for OT teams.
- Build relationships with other OT departments such as legal, operations etc.
- Build relationship with banks to ensure trade related transactions are accurate; i.e interest / dividend payments, fees etc.

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Moolani, Dana

Goal 5	Goal Status	
	DeLauro, Gina M.	N / A
	Moolani, Dana	N / A

Goal, Category & Assessment

DeLauro, Gina M.

Moolani, Dana

Goal 6	Goal Status	
	DeLauro, Gina M.	N / A
	Moolani, Dana	N / A

Goal, Category & Assessment

DeLauro, Gina M.

Moolani, Dana

<p>Summary</p> <p><i>In the context of the Oaktree competencies above and in addition to your goal assessments: A) describe the most significant strengths and/or contributions for the review period. Provide examples.</i></p>
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B) Identify 2-3 areas of development on which to focus in order to enhance effectiveness or impact at Oaktree.	
Key Strengths and Additional Accomplishments	
Comments	
Significant strengths and/or contributions:	DeLauro, Gina M.
<p>On numerous occasions there have been tight deadlines and many ad hoc tasks to complete. My time management skills allowed me to meet all deadlines. When I first joined Oaktree I was proactive with asking others how they prioritize task, as well as their daily routines. I built on the feedback I received and develop my own routines and methods. My time management/multi-tasking skills allows me to be as efficient as possible at work. By being efficient, I am able to complete quality work, in addition to offering my help in other task; whether it is running reports, posting entries, or sending out emails.</p> <p>Another key factor/strength in meeting all deadlines is organization. Keeping my files updated allows me to clearly identify any issues within the reporting process. For example, often interest is booked in Geneva incorrectly; I will recalculate it and send it to data management to be re-booked.</p> <p>Emerging markets is a new industry for me in my career. I took the opportunity to sign up for news alerts and also read up on applicable articles that broaden my knowledge on the topic. The market trends and information obtained helps me understand the portfolio, as well as the performance related to the fund.</p> <p>I am very open minded, positive, and always ask for feedback at work. This allows me to grow and develop better as an employee at Oaktree. I take time to understand all comments/feedback given, which improves my work quality. Furthermore, working in the NY office often hinders experiencing new things, however, when I hear/read about Oaktrees' fund information (i.e. in an email or on a call), I always inquire about the topic. The topics may not always relate to my funds at the time, however down the road if it does, I will be knowledgeable on such situation.</p>	
Overall, I agree with the performance assessment outlined above. Gina joined Oaktree at the beginning of the year and has been a positive addition to the group. She takes ownership of her work and always maintains an optimistic attitude, even when stepping in for ad-hoc requests. Gina is an efficient worker and has started to develop a solid understanding of the Emerging Market funds and how the accounting processes work at Oaktree. She communicates well and pro actively seeks out help and guidance, when needed. She is also responsive to all staff, managers and other groups within the firm, and actively follows up on open questions. Gina has a good relationship with other staff and approaches others to help out when she is not busy. She is organized and her work is thorough and easy to review.	Moolani, Dana
Key Areas of Development and Improvement	
Comments	
There are areas I would like to develop and improve in, as I am fairly new to Oaktree. On a daily basis I am in contact with Oaktree employees, within different departments. I will continue to develop my Oaktree connections, as well as strengthen the relationships I have built. As the curve of learning the reporting fundamentals subside, I will continue to develop my fund knowledge and be the main EMOF contact for the deal team.	DeLauro, Gina M.
I agree with the areas of development and improvement noted above. Although Gina has done a great job learning the nuances of the Emerging Market funds, I encourage her to continue to learn more about the underlying structures, investments and why/how things have been done in the past. She can then leverage this knowledge to help make our processes more efficient. Gina should continue to work closely with the other groups that support Fund Accounting, particularly data management, trade support, corporate actions and the bank debt group, in order to timely resolve any issues that may occur. Gina should also continue to build relationships with the deal team and utilize their resources. As Gina continues to build a solid understanding of the EM Funds, I also encourage her to take on additional projects and interact with other managers and staff in our LA office.	Moolani, Dana