

2025 Performance Review - Xinya Li

Id:

17

Start Time:

2025-09-09 21:58:17

Completion Time:

2025-09-09 22:56:15

Email:

xli@ennead.com

Employee Name:

Xinya Li

Employee Name Alt:

Xinya Li

Title:

Associate

Employee Role:

Architectural & Interior Designer, Interior Project Manager

Date Of Evaluation:

2025-09-10 00:00:00

Communication Rating:

5

Collaboration Rating:

5

Professionalism Rating:

5

Technical Knowledge & Expertise Rating:

4

Workflow Implementation, Management, Execution Rating(Projects, Proposals, Employee Relations, Accou

4

Communication Comments:

Communicate clearly and adapt my style to different audiences.

Make sure to listen carefully, confirm understanding, and follow up in writing when needed.

This helps avoid confusion, build trust, and keep projects moving smoothly.

Collaboration Comments:

I keep an open attitude in collaboration, listen to different opinions, share progress clearly, and support the team to move forward together.

Professionalism Comments:

I stay professional and reliable in my work, and over time my colleagues have come to recognize and trust this.

Technical Knowledge & Expertise Comments:

I have strong technical skills that I use in daily work, and I keep learning new tools and methods to get better.

Workflow Implementation, Management, Execution Comments:

I handle projects based on different needs, stay organized, work well with the team, and make sure tasks are done on time.

Revit:

3 (Meets Expectations)

Rhino:

3 (Meets Expectations)

Enscape:

3 (Meets Expectations)

D5:

4 (Exceeds Expectations)

Deltek/Adp:

3 (Meets Expectations)

Newforma:

2 (Needs to Improve)

Bluebeam:

4 (Exceeds Expectations)

Grasshopper:

0 (Not Applicable)

Word:

4 (Exceeds Expectations)

Powerpoint:

4 (Exceeds Expectations)

Excel:

4 (Exceeds Expectations)

Photoshop:

4 (Exceeds Expectations)

Indesign:

4 (Exceeds Expectations)

Vantage Point:

3 (Meets Expectations)

Illustrator:

4 (Exceeds Expectations)

Employee Strengths:

1. Clear and practical communication
2. Steady and reliable under pressure
3. Supportive team player

Areas For Growth / Development Goals:

Learn and apply more AI tools in daily work.....

Current Year overall Performance Rating:

5

What Additional Resources Would Help You Do Your Job More Effectively?:

Additional training on AI software would be very helpful, as it could improve efficiency and bring new ideas to my work.

Are There Specific Examples Of Your Performance You'D Like To Share That Weren'T Captured In Earlier Q

I want to highlight my ability to adapt quickly when project priorities change. For example, during the SH Concordia School design project, I managed sudden timeline and requirement changes while keeping the work on track. I also supported colleagues by sharing knowledge and helping with tasks outside my main role, which strengthened teamwork and improved results.

Software & Tools Feedback:

More about the AI , maybe.

Please Share Your Thoughts About The Character And Culture Of Our Studio And Practice.:

What I really enjoy about the Shanghai office is the strong team spirit. People here take responsibility, work independently, and at the same time are always supportive and great to collaborate with.