

# 2025 Performance Review - Leah Li

**Id:**

18

**Start Time:**

2025-09-09 21:46:46

**Completion Time:**

2025-09-09 23:26:45

**Email:**

lli@ennead.com

**Employee Name:**

Leah Li

**Employee Name Alt:**

Leah Li

**Title:**

Office Manager (Shanghai)

**Employee Role:**

Office admin and HR

**Date Of Evaluation:**

2025-09-10 00:00:00

**Communication Rating:**

5

**Collaboration Rating:**

5

**Professionalism Rating:**

4

**Technical Knowledge & Expertise Rating:**

4

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

5

**Communication Comments:**

communication clearly in both verbal and written forms.

**Collaboration Comments:**

Support team well and figure out the issues priority, which could help the team find our the key reason and solve the problem.

**Professionalism Comments:**

act reliably with integrity to maintain a professional demeanor in all work situations

**Technical Knowledge & Expertise Comments:**

strong technical knowledge for my role, apply it well to tasks and keep learning new developments.

**Workflow Implementation, Management, Execution Comments:**

effectively manage workflows from start and finish, coordinating tasks and delivering results across projects and various business areas.

**Revit:**

3 (Meets Expectations)

**Rhino:**

3 (Meets Expectations)

**Enscape:**

3 (Meets Expectations)

**D5:**

3 (Meets Expectations)

**Deltek/Adp:**

3 (Meets Expectations)

**Newforma:**

3 (Meets Expectations)

**Bluebeam:**

3 (Meets Expectations)

**Grasshopper:**

3 (Meets Expectations)

**Word:**

3 (Meets Expectations)

**Powerpoint:**

3 (Meets Expectations)

**Excel:**

3 (Meets Expectations)

**Photoshop:**

3 (Meets Expectations)

**Indesign:**

3 (Meets Expectations)

**Vantage Point:**

3 (Meets Expectations)

**Illustrator:**

3 (Meets Expectations)

**Employee Strengths:**

communication; find out the key reason and key problem of office operation; keep learning new knowledge

**Areas For Growth / Development Goals:**

Work more closely with NY team of Admin, HR, IT and Finance, to understand more of each other

**Current Yearoverall Performance Rating:**

4

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

Improve the NY and SH office communication, I need travel to NY office and work with the department of Admin, finance and IT team to understand more and improve office operation.

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

cost control for office operation

**Software & Tools Feedback:**

We need non-tech employee forms for software and tools

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

Frame reorganization ; cost control