



LaNee Cate Tinglan Guo

2025-11-23

Basic Info

Id

27

Employee Name

Tinglan Guo

Title

Senior architect

Email

tinglan.guo@ennead.com

Start Time

2025-11-23 18:52:28

Completion Time

2025-11-23 19:12:41

Date Of Evaluation

2025-11-23 00:00:00

Employee Name Alt

LaNee Cater

Performance Ratings

Communication Rating



Collaboration Rating



Professionalism Rating



Technical Knowledge & Expertise Rating



Workflow Implementation, Management, Execution Rating(Projects, Proposals, Employee Relations,...)



Performance Comments

Communication Comments

LaNee is proactive in flagging issues and communicates solutions promptly. At times, clarifying and updating the expected timeline more explicitly, such as tasks need to stretch longer than anticipated, would help ensure smoother coordination and team assignments.

Collaboration Comments

LaNee engages well with the team, shares relevant updates regularly, and communicates clearly when workload limits her availability to assist. As she transitions between projects, it would be helpful if she could proactively involve management to ensure continuity on the scopes she previously supported, which would further strengthen team coordination.

Professionalism Comments

LaNee presents herself with professionalism and communicates with clients with patience and clarity. Maintaining this consistency across all project interactions will continue to support strong working relationships.

Technical Knowledge & Expertise Comments

LaNee demonstrates strong technical skills, particularly in Revit, ADA and FGI guidelines. Her ability to quickly understand the technical constraints adds value to the projects.

Workflow Implementation, Management, Execution Comments

LaNee approaches tasks methodically and flags potential issues early. With more time working together, increasing transparency around task duration and progress will support more predictable workflow planning.

Software Tools

Revit

5 (Exceptional)

Rhino

0 (Not Applicable)

Enscape

0 (Not Applicable)

D5

0 (Not Applicable)

Vantage Point

0 (Not Applicable)

Deltek/Adp

0 (Not Applicable)

Newforma

0 (Not Applicable)

Bluebeam

0 (Not Applicable)

Grasshopper

0 (Not Applicable)

Word

0 (Not Applicable)

Powerpoint

0 (Not Applicable)

Excel

0 (Not Applicable)

Illustrator

0 (Not Applicable)

Photoshop

0 (Not Applicable)

InDesign

0 (Not Applicable)

Additional Data**Overall Performance Rating**

3

Employee Development**Areas For Growth / Development Goals**

LaNee can continue developing her communication around timelines and strengthen coordination by proactively involving management when transitioning between scopes. I would also love to hear more about her professional goals so the office can support her in further building her technical expertise and overall growth.

Additional Information**Communication2**

LaNee is proactive in flagging issues and communicates solutions promptly. At times, clarifying and updating the expected timeline more explicitly, such as tasks need to stretch longer than anticipated, would help ensure smoother coordination and team assignments.

Workflow Implementation, Management, Execution (Projects, Proposals, Employee Relations,...)

3

Overall Performance Rating

3