



# Xinya Li

2025-09-10

## Basic Info

### Title

Associate

### Employee Role

Architectural & Interior Designer, Interior Project Manager

### Email

xli@ennead.com

## Performance Ratings

### Communication Rating



### Collaboration Rating



### Professionalism Rating



### Technical Knowledge & Expertise Rating



### Workflow Implementation, Management, Execution Rating(Projects, Proposals, Employee Relations, Accounting, Marketing, IT, Technology and Office)



## Performance Comments

### 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.

## Software Tools

### Revit

3 (Meets Expectations)

### Rhino

3 (Meets Expectations)

### Enscape

3 (Meets Expectations)

### D5

4 (Exceeds Expectations)

### Vantage Point

3 (Meets 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)

### Illustrator

4 (Exceeds Expectations)

### Photoshop

4 (Exceeds Expectations)

## Indesign

4 (Exceeds Expectations)

## Additional Data

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.

## Software & Tools Feedback

More about the AI , maybe.

## Overall Assessment

Current YearOverall Performance Rating



Are there specific examples of your performance you'd like to share that weren't captured in earlier questions?

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.

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.

## Employee Development

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.....