

2025 Performance Review - Vivian Zhan

Id:

19

Start Time:

2025-09-10 08:43:14

Completion Time:

2025-09-10 08:49:35

Email:

Vivian.Zhan@ennead.com

Employee Name:

Vivian Zhan

Employee Name Alt:

Vivian Zhan

Employee Role:

Architecture Designer

Date Of Evaluation:

2025-09-10 00:00:00

Communication Rating:

4

Collaboration Rating:

4

Professionalism Rating:

4

Technical Knowledge & Expertise Rating:

4

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

3

Communication Comments:

I communicate clearly and professionally in both verbal and written formats. I adapt my style depending on the audience, ensuring clarity and conciseness. I also make an effort to actively listen and respond thoughtfully, which helps avoid misunderstandings and keeps collaboration efficient.

Collaboration Comments:

I approach collaboration with openness and respect. I value diverse perspectives and work to build trust within the team. I am proactive in sharing ideas, supporting colleagues, and aligning with group goals to ensure successful outcomes.

Professionalism Comments:

I maintain a reliable and accountable work ethic, always meeting deadlines and delivering quality work. I act with integrity and respect in professional settings, and I take responsibility for my contributions while supporting the success of the team.

Technical Knowledge & Expertise Comments:

I have a solid understanding of the technical standards and tools required for my role. I apply this knowledge effectively in daily tasks and continuously look for ways to expand my expertise through practice and learning.

Workflow Implementation, Management, Execution Comments:

I manage workflows with attention to planning and detail, ensuring tasks are completed on time. While I see room to strengthen coordination across multiple stakeholders, I make steady progress in organizing priorities and delivering results efficiently.

Revit:

3 (Meets Expectations)

Rhino:

4 (Exceeds Expectations)

Enscape:

3 (Meets Expectations)

D5:

4 (Exceeds 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:

4 (Exceeds Expectations)

Indesign:

4 (Exceeds Expectations)

Vantage Point:

3 (Meets Expectations)

Illustrator:

4 (Exceeds Expectations)

Employee Strengths:

Strong communication skills, ensuring clarity and collaboration in both verbal and written interactions.
Dependable and professional, consistently meeting deadlines and maintaining accountability.
Adaptability and willingness to learn, quickly adjusting to new tools, workflows, and team needs.

Areas For Growth / Development Goals:

Strengthen project management and coordination skills to improve workflow execution.
Expand technical expertise by deepening knowledge of advanced software features.
Develop leadership abilities to take on greater responsibility in guiding projects and supporting team members.

Current Year overall Performance Rating:

4

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

Access to more structured training sessions, mentorship opportunities, and updated learning materials would help me build stronger skills and work more efficiently. Additional project management tools or streamlined internal processes would also support better collaboration and delivery.

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

I successfully contributed to several key projects by meeting deadlines and delivering high-quality work. I also supported team members by sharing knowledge and helping resolve challenges, which improved overall workflow efficiency.

Software & Tools Feedback:

I am comfortable with the core software and tools required for my role and use them effectively in daily work. Additional training in advanced features or integrations would help me increase efficiency and streamline workflows. I am open to learning new tools that can further support team collaboration and project delivery.

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

The studio fosters a supportive and collaborative culture where teamwork and creativity are encouraged. I appreciate the open exchange of ideas and the commitment to high-quality work.