



Jenn Sandoval **Tinglan Guo**

2025-11-23

Basic Info

Id

25

Employee Name

Tinglan Guo

Title

Architectural Designer

Email

tinglan.guo@enneed.com

Start Time

2025-11-23 16:07:01

Completion Time

2025-11-23 18:11:50

Date Of Evaluation

2025-11-23 00:00:00

Employee Name Alt

Jenn Sandoval

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

Jenn communicates clearly and follows up on items she is in charge of adequately. There were challenges or frustrations on interior design scope, that I wish it could be shared earlier so team management could support timely. At times, she missed or arrived late to remote meetings, though this has improved after we talked. Going forward, more proactive communication about obstacles and availability would strengthen team coordination and project flow.

Collaboration Comments

Jenn participates in collaboration when tasks are clearly defined. She addresses coordination items required to develop documentation with the team. Sometimes she tends to disengage from discussions outside their immediate scope, and occasionally pushes back on multitasking expectations, which limits both team alignment and their own professional growth. I would love to see increasing willingness to stay engaged during meetings and support broader project needs in the next year.

Professionalism Comments

Jenn maintains a respectful attitude in work generally and relays delivery expectations promptly. There has been reluctance to take initiative to lead coordination, such as asking others to redline before they start work, has sometimes affected efficiency. She has shown her competence in highlight questions when a clear workflow is established, the next step would be growing proactiveness in investigate potential issues independently, demonstrating adaptability and accountability when project needs shift.

Technical Knowledge & Expertise Comments

Jenn has solid Revit skills and sometimes offers valuable suggestions rooted in past experience, particularly around workflow and software improvements. She adapted the D5 quickly, which our office recently leaned into, and helped create great renderings for the project. To deepen her expertise, I encourage her to take more ownership in independently gathering information, researching guidelines and getting familiar with building codes and FGI guidelines. Further developing comfort with unfamiliar scopes will help broaden the technical range.

Workflow Implementation, Management, Execution Comments

Jenn can execute tasks well when direction is clear, and her prior experience has led to helpful suggestions on improving certain workflows. To strengthen her impact, taking more initiative in troubleshooting and independently driving coordination forward would enhance efficiency and ownership. I encourage her to actively identify areas she wants to develop so we can better align support and resources to help her grow in her role.

Software Tools

Revit

3 (Meets Expectations)

Rhino

0 (Not Applicable)

Enscape

0 (Not Applicable)

D5

4 (Exceeds Expectations)

Vantage Point

0 (Not Applicable)

Deltek/Adp

0 (Not Applicable)

Newforma

0 (Not Applicable)

Bluebeam

3 (Meets Expectations)

Grasshopper

0 (Not Applicable)

Word

0 (Not Applicable)

Powerpoint

0 (Not Applicable)

Excel

3 (Meets Expectations)

Illustrator

0 (Not Applicable)

Photoshop

0 (Not Applicable)

Indesign

3 (Meets Expectations)

Additional Data

Overall Performance Rating

3

Employee Development

Areas For Growth / Development Goals

Jenn would benefit from strengthening her initiative in troubleshooting, driving coordination tasks forward, and proactively communicating challenges as they arise. Building greater comfort engaging with the broader team and supporting scopes beyond their own is important for collaborative teamwork, will also support her long-term growth. I would also love to hear more about her own professional goals so we can better align support and opportunities.

Additional Information

Communication2

Jenn communicates clearly and follows up on items she is in charge of adequately. There were challenges or frustrations on interior design scope, that I wish it could be shared earlier so team management could support timely. At times, she missed or arrived late to remote meetings, though this has improved after we talked. Going forward, more proactive communication about obstacles and availability would strengthen team coordination and project flow.

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

3

Overall Performance Rating

3