



Xiaoheng HuTinglan Guo

2025-11-23

Basic Info

Id

28

Employee Name

Tinglan Guo

Title

Architectural Designer

Email

tinglan.guo@enneed.com

Start Time

2025-11-23 19:39:18

Completion Time

2025-11-23 19:54:31

Date Of Evaluation

2025-11-23 00:00:00

Employee Name Alt

Xiaoheng Hu

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

Xiaoheng communicates her availability clearly, meets deadlines, and keeps the team well informed about her progress. Her responsiveness and clarity support smooth coordination across multiple scopes and consultants.

Collaboration Comments

Xiaoheng is consistently willing to step in when teammates need support, during staffing transitions, or when small urgent tasks arise. Her positive attitude and reliability make her a strong collaborator and a steady presence on the team. She has been a critical part in assisting the project meeting milestones on time.

Professionalism Comments

Xiaoheng demonstrates strong ownership of her tasks and approaches new challenges with accountability and maturity. Her follow-through and consistency across both long-term assignments and quick-turn deliverables reflect a high level of professionalism.

Technical Knowledge & Expertise Comments

Xiaoheng shows strong initiative in learning new technical content, including researching FGI and understanding medical equipment when entering healthcare work. As a fast learner in Revit and project standards, she contributes high-quality work and adapts quickly to new typologies.

Workflow Implementation, Management, Execution Comments

Xiaoheng follows through on details with patience and care, consistently puts thoughts into completing each task, whether equipment modeling, document updates, or presentation preparation. As she continues to grow, refining precision in her work will further strengthen the quality of her output. I would also love to see her deepen her understanding of drawing set organization, take more initiative in shaping workflow strategy, and share which skills she hopes to continue developing so we can best support her growth.

Software Tools

Revit

3 (Meets Expectations)

Rhino

4 (Exceeds Expectations)

Enscape

0 (Not Applicable)

D5

0 (Not Applicable)

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

0 (Not Applicable)

Illustrator

0 (Not Applicable)

Photoshop

0 (Not Applicable)

Indesign

0 (Not Applicable)

Additional Data

Specific Performance Examples

Xiaoheng's willingness to take on a wide range of tasks, sometimes complex, unfamiliar, and time-sensitive, demonstrates a strong ability to adapt quickly, which is especially valuable in a collaborative, multidisciplinary profession. She also consistently steps up to pick up the majority of redlines, which is essential work that directly improves the quality of the drawing set, and her commitment in this area is especially notable when others may be less engaged. She communicates openly about the supports she anticipates needing, offering clear requests and realistic timeline estimates, which is critical for planning and aligning team expectations. These qualities are highly appreciated and make her growth especially exciting to see.

Overall Performance Rating

5

Employee Development

Areas For Growth / Development Goals

Xiaoheng can continue strengthening precision in her work and deepen her understanding of drawing set organization and workflow strategy. I encourage her to take more initiative in shaping project processes and to share the skills she is most interested in developing so we can align support with her goals.

Additional Information

Communication2

Xiaoheng communicates her availability clearly, meets deadlines, and keeps the team well informed about her progress. Her responsiveness and clarity support smooth coordination across multiple scopes and consultants.

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

3

Specific Performance Examples

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Overall Performance Rating

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