



Miguel Cruz**Lisa Reese**

2025-11-13

Basic Info

Id

3

Employee Name

Lisa Reese

Title

Administrative Assistant

Email

lreese@ennead.com

Start Time

2025-11-13 11:46:26

Completion Time

2025-11-13 12:15:25

Date Of Evaluation

2025-11-13 00:00:00

Employee Name Alt

Miguel Cruz

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

Miguel communicates effectively with staff. He shares information with the team as needed in a timely manner.

Collaboration Comments

Miguel is proactive in offering assistance whenever needed and demonstrates a collaborative approach that supports the smooth operation of the office. His reliability and willingness to help make him a valuable member of the team.

Professionalism Comments

Miguel is always available to help. Staff relies on him often for assistance.

Technical Knowledge & Expertise Comments

Miguel has the skills and knowledge required for his role.

Workflow Implementation, Management, Execution Comments

Miguel is able to complete his tasks as required. He manages his time and plans accordingly.

Software Tools

Revit

0 (Not Applicable)

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

4 (Exceeds Expectations)

Powerpoint

0 (Not Applicable)

Excel

3 (Meets Expectations)

Illustrator

0 (Not Applicable)

Photoshop

0 (Not Applicable)

Indesign

0 (Not Applicable)

Additional Data

Software & Tools Feedback

Excel knowledge

Specific Performance Examples

Miguel has taken on the additional responsibility of assisting all partners and has performed this role effectively, providing valuable support to both the partners and other staff in the office.

Overall Performance Rating

4

Employee Development

Areas For Growth / Development Goals

participate in the webinar training admin has access to through Aurora.

Additional Information

Communication2

Miguel communicates effectively with staff. He shares information with the team as needed in a timely manner.

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

4

Software & Tools2

Excel knowledge

Specific Performance Examples

Miguel has taken on the additional responsibility of assisting all partners and has performed this role effectively, providing valuable support to both the partners and other staff in the office.

Overall Performance Rating

4