



Carly Ruda Lisa Reese

2025-11-13

Basic Info

Id

2

Employee Name

Lisa Reese

Title

Receptionist, Facilities Coordinator

Email

lreese@ennead.com

Start Time

2025-11-13 09:58:12

Completion Time

2025-11-13 11:21:40

Date Of Evaluation

2025-11-13 00:00:00

Employee Name Alt

Carly Ruda

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

Carly communicates clearly and professionally in both verbal and written formats. She consistently responds to emails and requests in a timely and efficient manner.

Collaboration Comments

Carly actively participates in team efforts by making valuable suggestions and offering practical solutions. She frequently shares resources and knowledge to support her colleagues.

Professionalism Comments

Carly consistently exhibits reliability and dedication to her position. She demonstrates accountability by acknowledging and learning from mistakes and regularly contributes constructive ideas to improve workflow and team efficiency.

Technical Knowledge & Expertise Comments

Carly consistently demonstrates resourcefulness and technical proficiency, effectively troubleshooting phone system issues and supporting event setup activities. She approaches all aspects of her role with confidence and follows office protocols.

Workflow Implementation, Management, Execution Comments

We frequently meet to plan for upcoming projects, ensuring tasks are completed efficiently. We share regular updates throughout the process to stay aligned and on track.

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

4 (Exceeds Expectations)

Illustrator

0 (Not Applicable)

Photoshop

0 (Not Applicable)

Indesign

0 (Not Applicable)

Additional Data

Specific Performance Examples

Carly demonstrates strong collaboration with Feliks on facilities coordination. She effectively manages responsibilities and ensures smooth operations, even in his absence.

Overall Performance Rating

4

Employee Development

Areas For Growth / Development Goals

continue to learn new software skills.

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4

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