



**Gemma Xie** **Emily Kirkland**

2025-11-24

## Basic Info

**Id**

30

**Employee Name**

Emily Kirkland

**Title**

Architectural Designer

**Email**

ekirkland@ennead.com

**Start Time**

2025-11-24 10:42:54

**Completion Time**

2025-11-24 10:53:25

**Date Of Evaluation**

2025-11-24 00:00:00

**Employee Name Alt**

Gemma Xie

## 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

Gemma has been a clear communication who takes initiative and asks questions, which is important for good team communication.

### Collaboration Comments

Gemma has been a great addition to the SPARC team and is willing to jump in and collaborate on a variety of tasks.

### Professionalism Comments

Gemma is very professional and friendly.

### Technical Knowledge & Expertise Comments

As a junior architect, Gemma is focused on learning and gaining new skills. She should continue asking questions and researching to develop these skills.

### Workflow Implementation, Management, Execution Comments

Gemma follows office protocols well.

## Software Tools

### Revit

3 (Meets Expectations)

### Rhino

0 (Not Applicable)

### Enscape

0 (Not Applicable)

### D5

0 (Not Applicable)

### Vantage Point

0 (Not Applicable)

### Deltek/Adp

3 (Meets Expectations)

### 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

### Software & Tools Feedback

I am perhaps not the best to weigh in on skills in individual programs, but Gemma jumped into Revit and was a big help on our SPARC SD deadline.

### Specific Performance Examples

We were unfortunately not able to have Gemma sit with the rest of the SPARC team for this deadline, but she rose to the occasion and became an integral member of the team, both on the production front and in terms of adding to the friendly team dynamic, which speaks to her great personality.

### Overall Performance Rating

4

## Employee Development

### Areas For Growth / Development Goals

Continue to learn new skills and ask questions. While SPARC is on a break, I hope you're able to experience a variety of other projects and tasks. Working on the Maryville project will be a good opportunity to work on a smaller project.

## Additional Information

### Communication2

Gemma has been a clear communication who takes initiative and asks questions, which is important for good team communication.

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

4

## Software & Tools2

I am perhaps not the best to weigh in on skills in individual programs, but Gemma jumped into Revit and was a big help on our SPARC SD deadline.

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