

Enrilyn Saja Libiano

Ens has consistently shown care about the quality of her work. She has at many times provided guidance and support to the management when there are odd jobs and few people willing to volunteer their time for a task. Moreover, Ens does her routinary tasks consistently.

In many areas however, Ens has lacked the courage to step up to higher level tasks called upon her. For example, in one specific incident where a credit card would be given so that she can fast track certain transactions she was either resistant or afraid. Moreover, in tasks where she has never done it before, or with the foresight that it may be tough, she would be unwilling to deal with these situations. These are all normal, however, with her there seems to be a consistent pattern of staying on the lower level jobs and/or predictable and easy tasks.

Moreover, in many cases, while Ens lends her voice and speaks out to problems, she does this only when asked, and usually only when cases are extremely severe or are extremely difficult for her— a problem she seems to be copying from some of her teammates. This makes problems significantly prolonged in many cases. In some cases, if she is hesitant, she sugar coats situations.

Furthermore, in some instances, it seems, she is bothered by what other people have to say about her. She can be unconfident and lacking in self-esteem. She has also never initiated a major reform. Sometimes she suggests, but rarely does she speak for large scale necessary changes and etc.

However, on the overall, Enrilyn works quietly and effectively adjusts to make her work and team extremely effective. Example is the advance costing sometimes required that she passes on info to the purchasing department, which radically cuts the time to do costing. Another is that Enrilyn at many times, when asked about situations, tries to give a whole picture, and she does this as honestly as possible (despite at times being sugar coated). Also commendable despite some struggles, she continues to power on.

Overall, she is a well-trusted individual in the organization, works quietly despite some difficulties she is encountering, consistent for most part, and effective in many tasks.

Recommendations:

- 1.) Step up to higher level roles or tasks: including analysis, investigation and etc.
- 2.) Have courage to do difficult tasks regardless of what other people might say or how difficult a situation may be.
- 3.) Analyze, but find and look for other possible solutions
- 4.) Continue to “cut” the bureaucracy where need
- 5.) Speak out, if you can’t, email directly your boss
- 6.) Don’t be afraid going beyond your borders and taking on difficult tasks. A good team will succeed if people complement each other, on each others weaknesses. This includes confidence and etc.

Rating :55 – Overall good performance, but needs to upgrade her skills to move up to a higher level

