



Performance
Self - Review

Name: Marwa Saeed

Date: 11/27/2023

SELF EVALUATION

Please complete the following information to help you prepare for your performance review. be prepared to turn them to your manager before your review meeting.

1. What do you consider to be the top 3 to 4 priorities of your job as you understand them?

Team coordination to meet project requirements and deadlines, submit completed work that is requested by my job captain or project manager within the specified time frame, seek clarification from colleagues to avoid unnecessary redoing or correcting of work, and continuous learning and development to meet or exceed my project manager's expectations through striving for improvement and growth.

2. Reflect on this past year, what accomplishments are you most proud of? Please be specific.

I am proud to be able to improve my capacity to work on new tasks and many projects. Proficiency in drafting in Revit has increased. Sending RFIs and submittals to consultants, reviewing some, preparing NMAs, and updating logs for projects: Nason St, Reno Mixed Use, Grossing Hood, and Magnolia HS art classroom. Punch list for RC I&II. Measurements were obtained at each fire station; an SD was drafted and submitted for one. Rialto was finished.

3. In what area have you grown? What have you done to facilitate that growth?

I have grown in variety of areas. Since I have been working on many educational projects, this is the area that affects my growth. Taking notes, gaining knowledge from my mistakes, asking questions, and my relations with both my supervisor and coworkers facilitate that growth. Currently, I am collaborating with an increased number of JCs and PMs.

4. What do you believe to be your professional strengths and are they being utilized effectively?

My ability to succeed always comes from working hard, being patient, and having enthusiasm not just at work, but in every aspect of my life. It is also the drive that I usually count on to start new tasks and face challenges. However, I believe I am utilizing that effectively.

5. In what area would you like to gain more experience, or training?

As I prefer to continue working on more areas to cover a broader scope of architectural work, it is currently difficult for me to determine which area I would like to specialize in professionally. However, once I have accomplished that, I will be able to select the area that best represents me and work in that area. I believe I could acquire additional experience in the following domains: education, commercials, and sustainable design.

6. What professional development goals have you set for yourself next year? How will you accomplish them?

The professional goal I have set up is to successfully complete the ARE divisions. To achieve this, I intend to give myself dedicated study time and engage in various projects. Consequently, I take up my weekends with ARE preparation.

7. How can Westgroup Designs and your supervisor assist you in meeting your professional goals?

Working on various projects with all details and requirements, adapting more responsibilities that are necessary to accomplish professional work to acquire more experience. I would like my supervisor to direct me and follow up with me when I am assigned to work, provide me with advice, and correct me when necessary.

8. Please review your success at achieving the goals you set for yourself at your last Performance Review:

Presently, my initial objective of working in a healthy environment surrounded by talented individuals has been accomplished at Westgroup Design. Furthermore, it provides an ideal setting for me to establish a strong foundation on which to expand my career, as it serves as a center for achieving forthcoming aspirations. It makes me feel I am on the right path to being able to get an architect license. Furthermore, certain elements of the architectural works have been given to me that I was looking forward to knowing. ■

9. Do you have any comments, questions, or suggestions?

Being a member of the Westgroup family and collaborating with such exceptional leaders is an absolute delight. It motivates me to go for a daily commute of 160 miles. I value flexibility, teamwork, communication, diversity, and learning courses. Thus far, I am appreciative of the assistance and support that each of you has provided. As an individual who can significantly impact the future, I look forward to setting a positive example that Westgroup can be extremely pleased with. ■

Performance Evaluation Criteria Checklist

The following page contains the Performance Evaluation Criteria Checklist. Please use the following guidelines in rating yourself in each category:

5 = Outstanding:

Performance well beyond expectations; positive attitude reflecting a keen interest in excellence and exceeding company goals.

4 = Above Expectations:

Performance above average; attitude constantly reflects interest in improving and attaining a higher level of achievement for self and company.

3 = Meets Expectations:

Performance at average level; some interest in improving and positive attitude about the job and company.

2 = Below Expectations:

Performance is below average; attitude reflects little concern for improvement.

1 = Unsatisfactory:

Performance is unacceptable; negative attitude about the job and the company.

Performance Evaluation Criteria Checklist

Criteria	5	4	3	2	1
Performance/ Work Result:					
<i>Meeting established objective/expectation/standard of quality, quantity, customer service, timelines both individually and in a team.</i>					
Completes tasks on time		Y✓			
Quality of work		Y✓			
Productivity		Y✓			
Ability to work independently			Y✓		
Communication:					
<i>Exchanging information with others in an effective, timely, clear, concise, logical and organized manner. Communication include listening, sparking, writing, presenting, and sharing of information.</i>					
Reports to supervisor on a regular basis		Y	✓		
Understands instructions easily		✓	Y		
Communication skills		Y✓			
Interpersonal Skills:					
Working relationship with others		Y✓			
Relationship with clients			Y✓		
Relationship with supervisor		Y✓			
Attendance:					
Punctuality		Y✓			
Absenteeism		Y✓			
Overall attendance record		Y✓			
Knowledge/Skills:					
<i>Job relevant knowledge and essential skills, such as work practices, policies, procedures, resources, laws, customer service, and technical information.</i>					
Do knowledge/skills meet job requirements?		Y✓			
Is knowledge/skill applied to job?		Y✓			
Adds to knowledge/skill (seminars, classes, etc.)?					
Seeks/applies innovative and relevant techniques		Y✓			
Other:					

X = Rating by employee

Y = Rating by Evaluator

SUPERVISOR COMMENTS:

Marwa continues to take what she learns from projects, and implements it into ^{NEW} ~~new~~ work. She works well with others, and takes direction well. She is learning a lot about architecture and the architecture industry. I can tell that she cares deeply for Westgroup Designs, and doesn't want to have any unproductive time.

I would like to see her continue to grow in the different sectors that we have here at WD, and continue to work with other PMs and Job Captains. Keep pushing forward with your personal professional journey to take and pass the AREs.

And keep asking questions!