

WD

**WESTGROUP
DESIGNS**

**Performance
Self - Review**

MARWA SAEED

SELF EVALUATION

Date: 07/17/2023

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 my job captain or project manager requires me to accomplish in a timely manner, and ask questions or seek assistance from other employees to ensure that I am doing the proper job without wasting time by redoing or fixing my work.

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 ability to work on new tasks and many projects, I was the only designer for some, such as Rialto Library, I drafted as-built following site visit without original documents and the work is being transferred from DD to CD. Illumination Foundation, Yasmeeen requested me to join the team to advance the project because she values my skill for quick and accurate movement. I contributed to creating the color board for Remington Club

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

I've gotten better at drafting projects in Revit. I've improved in dealing with DSA comments, addendum documents, submittal review, RFIs, and submittal logs. My development is facilitated by my project managers and my coworkers. Furthermore, my relationship with my supervisor and coworkers has become stronger, and I now consider my job to be my second family.

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

Working hard with patience and enthusiasm is always my strength, not only in the job but in all aspects of my life, to reach higher levels. 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?

For the time being, it is still hard to decide which area I would like to be professional in it because I prefer to continue to work on more areas to cover a wider scope of architectural work, then I would be able to choose the area that represents me the most and work professionally in it. Educational, commercials and sustainable design are the areas in which I feel I would gain more experience.

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

I have set goals, and the most important goal is to pass the divisions of ARE, and I believe to accomplish them by working on different projects and setting a time to study. Therefore, I am spending my weekends studying for ARE.

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.

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

Working at Westgroup Design is my first success in achieving my first goal of working in a healthy environment, with talented people, and a place where I can build a solid base to be able to grow with the company because it is the best place for achieving future goals. It makes me feel I am on the right path to being able to get an architect license. Additionally, I have learned some aspects of the architectural works that I was looking forward to knowing it.

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

I am so happy to be part of the Westgroup family and work with wonderful leadership. It inspires me to wake up early and drive 160 miles every day. I value the flexibility, teamwork, communication, diversity, and learning courses. I am thankful for the support and help that I have received so far from each one. I am looking forward to being a good example that Westgroup is proud to have and being able to make a huge difference in the future.

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 | | | ✓ | | |
| 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,

It has been great watching you grow and improve over this last year. Your knowledge in the architecture industry is growing, and I can see that you are taking what you have learned and integrating that into your work and practice of architecture. I notice that I don't need to remind you to do tasks, and you are trying to keep one step ahead when it comes to your work here at Westgroup Designs. I have been impressed to see how you handle yourself on different project types, and working under different projects managers, and not just me. You are always willing and able to jump onto a task and help out the team. Thank you.

I would still like to get you more directly involved with consultants, and coordinating different building trades. I would like to get you involved in more on-site construction observation so that you have an understanding of what you draw and how it is constructed. I would also like to see you continue on your professional journey with taking the ARE's to achieve licensure. I would like to see you continue in participation with construction meetings, engaging with the client, and taking on a more active role in reviewing RFIs and Submittals.

Keep asking questions, never stop asking questions. If you don't understand something, keep asking until you have the understanding that you need. Everyone makes mistakes in this industry, and it's to be expected. Most of what we learn and remember is because of a mistake that we made that we never want to make again. I have been very impressed with your growth, commitment, and desire to learn over this past year, all while keeping a positive attitude and cheery disposition.

END