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**From:** jeffrey E. <jeevacation@gmail.com>  
**Sent:** Saturday, September 26, 2015 1:33 AM  
**To:** David Mitchell  
**Subject:** Re: Report

thx

On Fri, Sep 25, 2015 at 8:00 PM, David Mitchell <[REDACTED]<mailto:[REDACTED]>> wrote:

FYI,

David Mitchell  
MITCHELL HOLDINGS LLC

[REDACTED]

Begin forwarded message:

>  
From: Fatena Williams <[REDACTED]<mailto:[REDACTED]>>  
Date: September 25, 2015 at 7:58:56 PM EDT  
To: Doug Arnaudin <[REDACTED]<mailto:[REDACTED]>>  
Cc: David Mitchell <[REDACTED]<mailto:[REDACTED]>>  
Subject: RE: Report

Good afternoon Doug:

I'm happy to provide feedback on Julia's performance for the past two weeks ,in the interim a full performance review will be provided after 30 days followed by 60 days and 90 days review in efforts to address any factors that require improvements , monitor progress and provide an adequate evaluation that will address strengths and coach through weaknesses.=span>

Few key areas to acknowledge within the last 10 days is that Julia did show a great sense of dedication, corporation and attention to details. Even though Julia does not have a hospitality background and require intense

training to be brought up to speed she possess great qualities as =n employee and considered an asset should the quality of work remains cons=stent throughout probationary period and thereafter throughout her employm=nt.

Below please find synops=s on Julia for the assigned work thus far .

Best,

Fatena

WORK PRODUCT - The quality and quantity of work produced by the Juli=. Meets Requirements:

\*=B7 \*=A0 Managers and co-workers ha=e commented on high levels of accuracy and work productivity with assigned=work.

\*=B7 \*=A0 Require training and const=nt feedback to maximize productivity.

\*=B7 \*=A0 Takes pride in work and st=ives to improve work performance.

\*=B7 \*=A0 All memos, reports, forms =nd correspondence are completed on time with minimum errors.

DEPENDABILITY - Being where she should be doing , what she is suppose= to do. Outstanding:

\*=B7 \*=A0 Always at work and on time=

\*=B7 \*=A0 Never misses work without =rior approval and appropriate notification.

\*=B7 \*=A0 Has had no unscheduled abs=nces during the rating period.

\*=B7 \*=A0 Worked long hours , highly=motivated.

COOPERATIVENESS - Working with people. Outstanding:

\*=B7 \*=A0 Always cordial and willing=to help coworkers, managers and guests.

\*=B7 \*=A0 Enthusiastic, energetic an= displays positive behavior.

ADAPTABILITY - Adjusting to change. Good.

· Adapted to new systems and=processes well and constantly seeks out training to enhance knowledge, skills and abilities.

\*=B7 \*=A0 Always seems to know when to ask questions and when to seek guidance. Driven and willing to learn .</=pan>

COMMUNICATION - Giving and receiving information. Good.

\*=B7 \*=A0 Always asks questions and seeks guidance when not sure of what to do.

\*=B7 \*=A0 Demonstrates good oral and=average written communication skills.

DAILY DECISION MAKING/ PROBLEM SOLVING<=span> - Thinking on the job. Good

\*=B7 \*=A0 Always offers ideas to solve problems based on good information and sound judgment.

\*=B7 \*=A0 Displays initiative and enthusiasm during every day work.

\*=B7 \*=A0 Conducts research or seeks=counsel of experts to gather information needed in making actual decisions=

\*=B7 \*=A0 Often offers workable solutions to problems.

\*=B7 \*=A0 Uses good judgment in solving problems and working with others.

SERVICE TO GUESTS /EMPLOYEES

\*=B7 \*=A0 Answers all questions promptly and accurately and when in doubt asks questions.

\*=B7 \*=A0 Forwards any complaints or=issues to a manager immediately.

Fatena Q. Williams CR=E, CHA

General Manager<=pan style="font-size:10.0pt;font-family:"Century Gothic",sans-serif;color:#1f497d">

Herald Square Hotel

19 West 31 street

New York, NY 10001=>

Di: [REDACTED]  
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P Please consider the environment before printing=/p>

From: Doug Arnaudin [mailto:[REDACTED]]  
Sent: Friday, September 25, 2015 3:04 PM  
To: Fatena Williams <[REDACTED] <mailto:[REDACTED]>>  
Cc: David Mitchell <[REDACTED] <mailto:[REDACTED]>>  
Subject: Report

Hi Fatena, do you mind writing up a quick report on Julia and how she is performing?

Thanks,

Doug Arnaudin

Mitchell Holdings LLC

[REDACTED] (f)

[REDACTED] <mailto:[REDACTED]>

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please note

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