
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 Arnaud <[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.

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 an employee and considered an asset should the quality of work remains consistent throughout probationary period and thereafter throughout her employment.

Below please find synopsis on Julia for the assigned work thus far .

Best,

Fatena

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

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

*=B7 *=A0 Require training and constant feedback to maximize productivity.

*=B7 *=A0 Takes pride in work and strives to improve work performance.

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

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

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

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

*=B7 *=A0 Has had no unscheduled absences 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 and 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

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www.heraldsquarehotel.com <http://www.heraldsquarehotel.com/>

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 qui=k report on Julia and how she is performing?

Thanks,

Doug Arnaudin

Mitchell Holdings LLC

[REDACTED] (f)

[REDACTED] <mailto:[REDACTED]>

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please =ote

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