

<b>Name:</b>	Felicia Michelino	<b>Organization Name:</b>	BDS 3-3	<b>Evaluation Role:</b>	Staff
--------------	-------------------	---------------------------	---------	-------------------------	-------

Evaluation	
<p>1. Job Knowledge (20.00%)</p> <p>A) Use design software effectively and have good understanding of design principles and techniques.</p> <p>B) A good understanding of industry trends, standards, and best practices. Up to date with latest designs, tools and technologies.</p> <p>C) Project management principles, such as planning, scheduling and budgeting.</p> <p>D) Strong sense of creativity and be able to come up with innovative design solutions that meet the projects objectives.</p>	<p>Score :8.00</p> <p>Comment:Felicia maintained a strong grasp of her job despite it changing often. She keeps a pulse on industry standards, best practices, and understands trends. Felicia is enthusiastic about learning new concepts and program initiatives as they are rolled out on our retailer platforms. Felicia has 10 years of textiles experience at JLA, and she has begun to dive in on hardgoods, but I would like to see her engage even more in the coming year on this side as it will balance her job knowledge further.</p>
<p>2. Quality of Work and Accuracy (20.00%)</p> <p>A) Consistent in terms of quality and accuracy. Meet standards regardless of projects complexity.</p> <p>B) Attention to detail, spot errors or inconsistencies in designs and rectify them promptly</p> <p>C) Completes work on time, according to the established deadlines.</p> <p>D) Ensures all designs align with objectives and goals of the project.</p> <p>E) Open to feedback and willing to make revisions to their work, incorporate feedback from clients or colleagues and make the necessary changes.</p>	<p>Score :7.50</p> <p>Comment:Felicia consistently performed at a high level of quality and accuracy. She has a fine attention to detail, creates/maintains strong organization tools, ensures deadlines are met, and checks her work before sending it. With the added workload of the past year, she had to move more quickly and manage tight deadlines which presented challenges. In instances where errors are found, she is quick to troubleshoot and correct. Felicia asks questions for clarity and implements feedback quickly.</p>

<p>3. Work Focus and Efficiency (20.00%)</p> <p>A) Manage multiple deadlines effectively and prioritizes tasks based on their importance and urgency</p> <p>B) Can work on multiple projects simultaneously and manage workflow effectively.</p> <p>C) Clear understanding of priorities and focus on the most important tasks. Can differentiate between important and less important tasks, and allocate their time accordingly.</p> <p>D) The percentage and number of designs selected by customers as well as the number of designs that become a part of the company' s best sellers.</p>	<p>Score :8.00</p> <p>Comment:Felicia is well-organized, which keeps her on top of projects and prioritizes them based on importance. Wayfair is complex, but Felicia efficiently reads, understands, and builds to-dos to ensure she and our Ops are up-to-date. She has begun utilizing AI to decrease time spent on mundane tasks to spend more time on strategy/analysis. I' d like to see her think proactively, instead of reactively from tasks that arise, assignments provided by her supervisor, or initiatives brought by others.</p>
<p>4. Communication Skills (15.00%)</p> <p>A) Actively and attentively listens to others concerns, questions, and request.</p> <p>B) Communicates clearly and concisely, using appropriate language and tone in verbal and written communication.</p> <p>C) Maintains professional demeanor in all communication, showing respect and diplomacy in interactions with others.</p> <p>D) Communicate ideas effectively and understand the client' s requirements and provide design solutions that meet their needs.</p>	<p>Score :7.50</p> <p>Comment:Felicia maintained her high level of written communication skills, honing her writing style to ensure clear/concise communication with retailers/internal teams/supervisor. She was tasked last review cycle with speaking up more often in calls/meetings and presenting in our Monthly/Qtrly meetings, in order to build relationships and demonstrate subject matter and retailer expertise. She took this feedback and implemented it throughout the year, which led to an improvement in score in this area.</p>

<p>5. Team Work/Interpersonal Skills (10.00%)</p> <p>A) Work effectively in a team, contributing their skills and knowledge to achieve shared goals</p> <p>B) Adapt to changing situations, show flexibility in their work, and be open to feedback.</p> <p>C) Communicate to colleagues with respect, and only express issues/concerns of colleagues through the HR Department or department managers.</p> <p>D) Build strong relationships with colleagues, clients, and other stakeholders, demonstrating empathy and understanding in all interactions.</p>	<p>Score :7.50</p> <p>Comment:Felicia is a great team player, bringing ideas/sharing insights to ensure the team is meeting deadlines/exceeding expectations/hitting goals. She is very open to change/pivots easily when priorities shift, often paving the way for internal team members to do the same. She communicates with respect, voices concerns appropriately, and ensures a cooperative environment. She built relationships with our retailers, which is critical as retailer-supplier relationships ensure long-term success.</p>
<p>6. Attendance/Working Manner (7.50%)</p> <p>A) Properly advises company of PTO for all personal time off in a timely fashion by own initiative.</p> <p>B) Good attendance and present during their scheduled working hours, and notifies their supervisor in advance if unable to come to work.</p> <p>C) Dependable and follow through on their commitments. On time for scheduled meetings and appointments</p> <p>D) Demonstrates a positive work ethic, showing enthusiasm and commitment to work, and being able to go the extra mile when required</p>	<p>Score :7.50</p> <p>Comment:Felicia is very dependable, demonstrates a strong work ethic, and is always committed to her team and the company. She ensures alignment on her time off and ensures her work is completed prior to and directly following her PTO.</p>
<p>7. Pro-company (7.50%)</p> <p>A) Ability to demonstrate a positive attitude towards company decisions, working related issues, and only communicate concerns through the proper channels.</p> <p>B) Takes initiative to identify opportunities for improvement and contribute ideas that support the companys objectives.</p> <p>C) Customer-focused and strive to provide excellent service, recognizing that their work has an impact on the companys reputation and success.</p> <p>D) Dedicated to their work and demonstrate a willingness to go above and beyond in their Job duties</p>	<p>Score :8.00</p> <p>Comment:Felicia is JLA-first in all of her work. She understands the importance of company and team objectives and works diligently to meet them with a positive attitude and efficient work style. She shows strong willingness to go the extra mile to ensure success of her projects, team initiatives, and company goals.</p>
<b>Total</b>	7.74

Supervisor Suggestion

Felicia has really grown well into this position since moving to the team, adapting to changes such as loss of US-based team members, tariff changes, Ops team shifts, technology advancements, and almost constant retailer adjustments. She brings a positive attitude to work each day, prioritizes her workload, guides the Ops team and other internal teams as needed, and stays highly organized. She has a keen eye for trends within the softlines business and utilizes her expertise on that side to suggest improvements, expansions, and shifts of focus to grow the business. I would like to see her dig into the hardgoods side of the business in the same way to develop her understanding of the nuances in furniture, so that she can leverage the same skills on this side as she does on textiles. Felicia has improved in the challenge areas identified on last year's performance review, which shows her ability to openly receive feedback, create her own improvement plan, align with her supervisor on expectations, and execute. Specifically, she has shown significant effort in vocalizing more in calls/meetings and presenting during business reviews. As technology is evolving quickly, Felicia is always ready to dig into new techniques or programs and benefits from her willingness to push outside of her comfort zone to seek continuous improvement. In the year ahead, improvements in hardgood expertise, AI tech implementation, and working toward more strategic ideation should be Felicia's focus. Felicia is a tremendous asset to the team and the company, is well-respected by our retailers and internal partners, and has become a trusted resource for her supervisor.