

## **Feedback Form**

Appraisee: Edwin Giltay

Appraiser: Charles Vivian

Edwin Giltay has been employed by Deloitte Consulting for the last two months. He has worked as an assistant in a project office set up to support a 70 person consulting engagement and his principle roles have included:

- Managing the provision of hotel accommodation for the team of 70 consultants
- Developing and managing a project office website
- The collection of time data from all consultants
- Assisting with the organisation of numerous external meetings
- Responsibility for establishing and managing documentation libraries

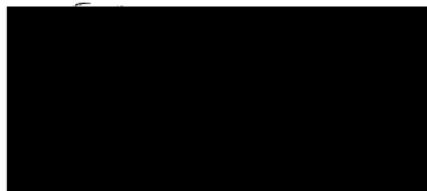
I have been Edwin's Manager throughout this period and have worked closely with on all aspect of his role.

Overall I have been very impressed with Edwin's performance. The work he has undertaken has always been of the highest quality and provided on time. He has shown a willingness to take on new roles and expand his responsibilities, an enthusiasm for learning and an eagerness to help where he has the knowledge or experience.

Edwin has also shown a high level of initiative, an ability to deal with responsibility and a hard working attitude and I feel able to ask him to do something, secure in the knowledge that he will complete it as requested. One example of this is the Project Office website that he took the initiative to develop and which proved very successful in helping to supply the team with information.

Edwin has fitted in very well to a team comprising 14 different nationalities and his friendly, polite and professional manner has won him many friends. He also speaks good English.

Edwin has proved to be a vital part of the project team, without whom the project office could not have functioned as efficiently or effectively as it has and I would have no hesitation in recommending him for a similar position.



06/04/00

CHARLES VIVIAN

DELOTTE CONSULTING