



ADMINISTRATION

Employee Performance Review

EMPLOYEE INFORMATION

Name Cameron Cassidy

Employee ID

Job Title HR Assistant

Date March 2, 2021

Department Admin

Manager Colette Shwetz

Review Period 3 month probation

RATINGS

1 = Poor 2 = Fair 3 = Satisfactory 4 = Good 5 = Excellent

Job Knowledge

Comments Cameron has demonstrated a great knowledge of all HR processes. He continues to be open to learning new processes and regularly provides input. He is encouraged to continue learning the NALSC policies and procedures and when to apply them.

Work Quality

Comments Cameron's work is detailed and professional. He looks for feedback and is open to suggestions from other staff. He completes tasks in a timely manner and follows direction well. In an extraordinary environment such as HR, he prioritizes extremely well and is able to complete his tasks as required. He works well with his target audience, is polite and understanding with who he is working with. Cameron is also very organized with his work.

Attendance/Punctuality

Comments Cameron is always available via work cell phone and comes to the office when needed. (office is closed due to the pandemic)

Initiative

Comments Cameron shows great initiative and is always eager to take on the next task. He takes new tasks with confidence and never hesitates. Cameron does not shy away from a challenge – he approaches it as a new learning experience. He is always looking to increase his knowledge base. Cameron is reminded to work through his priority list and to not overextend himself. A good Work/life balance is important to all staff.

Communication/Listening Skills

Comments Cameron maintains regular communication with his manager. He includes his manager in all relevant emails and is never reluctant to reach out to his manager for feedback. When given tasks, he does listen and follow direction. However, during a pandemic, communication is primarily electronic. Therefore, Cameron is encouraged to regularly keep up all electronic correspondence, reviewing regularly and as soon as possible.

Dependability

Comments Cameron has demonstrated he is very dependable. Cameron is often given last minute tasks or is dealing with shifting priorities but always completes what needs to be done. He is also always supportive of all staff and will complete tasks assigned to him. Cameron is reminded to not over extend himself. Sometimes you have to let other staff you don't have time.

Overall Rating (average the rating numbers above) Excellent

EVALUATION

ADDITIONAL COMMENT Cameron demonstrates a plethora of knowledge in the HR field. He demonstrates great skills and initiative in his role as HR Assistant. In his first few months, he managed to take on the recruitment full on and has since filled many positions. He is a quick learner and has never become overwhelmed at the amount of work each applicant can be. He is a wonderful addition to HR and further to NALSC. Keep up the outstanding work Cameron!

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GOALS
(as agreed upon by employee and manager)

#1 Develop a process that allows you ample time to address all incoming communication in a timely manner.

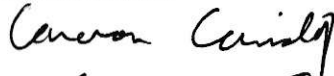
#2 To not overextend yourself with other staffing requests by reevaluating your current tasks before responding.

#3 To be more visual to staff. We are an organization that is very spread out, with many staff working remotely. Being able to visually see staff and have them see you is an important building block in developing a good rapport with staff.

VERIFICATION OF REVIEW

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature



Date

March 2/21

Manager Signature



Date

March 2/21