



ADMINISTRATION

Employee Performance Review

EMPLOYEE INFORMATION	
Name Cameron Cassidy	Employee ID
Job Title HR Assistant	Date Feb 23, 2022
Department Human Resources	Manager Colette Shwetz
Review Period 1 year	Performance Review

RATINGS	
	1 = Poor 2 = Fair 3 = Satisfactory 4 = Good 5 = Excellent
Job Knowledge	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<i>Comments</i>	Cameron brings a lot of knowledge of all the areas in Human Resources and applies it when necessary. He also is willing to learn new approaches as they arise
Work Quality	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> X 4.5 <input type="checkbox"/>
<i>Comments</i>	Cameron works very hard to complete all tasks in a timely manner. He is handed a lot of different tasks daily and works to complete all of them. Cameron sometimes takes on too many tasks and tries to handle them all. Cameron is encouraged to stick to his priority tasks and to allow other more minor tasks to wait. This will allow him to pay attention to priority details.
Attendance/Punctuality	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<i>Comments</i>	Cameron is always available for work and will attend wherever needed.
Initiative	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<i>Comments</i>	Cameron is always eager to learn new things and take on new tasks. He has a full work load and still looks to help in all areas of Human Resources.
Communication/Listening Skills	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<i>Comments</i>	Cameron deals with a fast-paced position. He sometimes misses important details that in turn cause him more work. Although he works in this ever-changing position, his time and effort are most valuable. To save time, he is encouraged to ask more questions, pay close attention to the task he is doing and sort through his tasks daily to give himself more time to focus on priority tasks. Hi is encouraged not to try to please everyone. Be honest and let staff know you are working on other items and will get to their request at soon as you can.
Dependability	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<i>Comments</i>	Cameron is always dependable. He does not hesitate to help where needed, even if it sometimes is outside his job duties. He is always willing to go the extra for what is needed for the organization.
Overall Rating (average the rating numbers above)	28.5/30

EVALUATION	
ADDITIONAL COMMENT	<p>Cameron has taken on his role as HR assistant and adapted to this fast paced environment in the most difficult of times – during a pandemic. He as been a huge asset to the HR program and the Corporation as a whole. He continues to take on any hurdle that he is presented with. He has brought his all to his position and is encouraged to continue his excellent work.</p> <p>You have been approved for an annual salary increase to \$45,000 effective Jan 1/ 2022. Great job Cameron!</p>

EMPLOYEE INFORMATION	
Name Cameron Cassidy	Employee ID
Job Title HR Assistant	Date Feb 23, 2022
Department Human Resources	Manager Colette Shwetz
Review Period 1 year	Performance Review
<p>GOALS (as agreed upon by employee and manager)</p> <p>#1 Take time to review your emails first thing in the morning. This will help you prepare your priority tasks.</p> <p>#2 Let staff know you are busy if you are. Don't overextend yourself by taking on everything staff ask you. Sort out the time sensitive tasks and do them first. This will help you not to feel rushed in getting tasks completed. It will also help with your quality of work.</p> <p>#3 Use your calendar to book time for you to work on your priority tasks. For example – from 4:30 – 5:00pm book yourself "Busy" and take that time to finish up emails and other tasks for the day. Make sure you share your calendar with all the managers.</p> <p>#4 Reevaluate the position and title. Align title and salary with actual job duties. The current role of HR Assistant does not align with the role.</p>	

VERIFICATION OF REVIEW	
<p><i>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.</i></p>	
Employee Signature <i>Cameron Cassidy</i>	Date Feb 23, 2022
Manager Signature <i>Colette Shwetz</i>	Date Feb 23, 2022

Goals and Performance Plan (GPP) – due by January 31st, reviewed in July

Date:	Name of employee:	Name of supervisor:
Employee's main goals for this year:		
How progress towards the goals will be measured:		
Next meeting date:		