

Nishnawbe-Aski Legal Services Corporation

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L'NCLP·ΔP

November 16, 2022

Cameron Cassidy
104 Briarwood Drive
Thunder Bay, ON P7A 7X1

Mailing Address:

1805 Arthur St. East
Unit 100
Thunder Bay, ON
P7E 2R6

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PRIVATE AND CONFIDENTIAL

Dear Cameron,

We are pleased to inform you that you have been approved for a salary increase in the amount of **\$3,000** effective November 7, 2022. Your new annual salary will be **\$48,000**.

Cameron, we thank you for your continued support and dedication to NALSC.

Sincerely,



Colette Shwetz
HR Manager

Cc: Finance Department



Head Office:

138B Fort William Rd. Fort
William First Nation, ON P7J
1K7



HR ASSISTANT

Employee Performance Review

EMPLOYEE INFORMATION

Name	Cameron Cassidy	Employee ID	
Job Title	HR Assistant	Date	Nov 08/22
Department	Admin	Manager	Colette Shwetz
Review Period	Nov 2021 - Nov		

RATINGS

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

Job Knowledge

Comments Cameron demonstrates a broad range of skills in the HR field and is always willing to learn new skills. Cameron applies his knowledge and works hard to support staff and management.

Work Quality

Comments Cameron always submits work on time. He shows great knowledge in all admin applications and applies them. His work is professional and completed on time. Cameron is encouraged to pay attention to detail, pause and review before submitting.

Attendance/Punctuality

Comments Cameron is very dependable and always available. He often rearranges his schedule to assist where needed. When required to attend the office, is always on time and in his office.

Initiative

Comments Cameron is always willing to take on any new tasks. He does this with enthusiasm and works to get the tasks completed on time. Cameron works hard on preparing and completing all onboarding for all new recruits. This portion of his job takes up a lot of his time. Cameron sometimes becomes overwhelmed with the tasks at hand. Cameron is encouraged to work on time management and prioritizing tasks so that he does not become overwhelmed. His time and skills are very valuable to the HR department. Often, staff will turn to Cameron for tasks they can do themselves which takes him away from his current tasks and uses up his very valuable time. Cameron is encouraged to direct accordingly.

Communication/Listening Skills

Comments Cameron has great communication skills and listening skills. Staff feel extremely comfortable approaching him for direction. He deals with all issues arising in a professional manner and is very patient to ensure support is offered to all staff. He takes the time to listen to all instructions and to staff who approach him. He is encouraged to continue doing such a great job as this is a most important attribute to have working in the HR field.

Dependability

Comments Cameron is always dependable. He is always willing to bend his schedule to accommodate what is going on in the HR Dept. at a moments notice. He is an important part of the HR department. He always conducts himself professionally.

Overall Rating (average the rating numbers above)

Colette Shwetz

Cameron Cassidy

EVALUATION

ADDITIONAL COMMENTS Cameron has been a wonderful addition to the HR Department and is an asset to NALSC. He is a very reliable person. He shows interest in all parts of HR. He works exceptionally well with staff and managers. He has managed to on-board over a third of the workforce since starting in his position as HR Assistant.

To better align his responsibilities and salary, I recommend he receive a salary increase to \$48,000.

GOALS