



POSITION TITLE

Employee Performance Review

EMPLOYEE INFORMATION

Name : Rhain Mainville Employee ID : N/A
 Job Title : Manager of Purchasing and Facilities Date : September 16, 2024
 Department : Finance Department Manager : Joshua Swearengen
 Review Period : June 12, 2023 to June 12, 2024

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"/>
Comments :	Rhain understands NALSC's processes and procedures in depth. He is aware of our agreements and what NALSC needs in order to continue to operate effectively.				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments :	See below concerns with work quality. Rhain usually provides great quality work and if there is a mistake is quick to try to fix it.				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments :	No attendance concerns. Rhain informs me of all absences and is very punctual.				
Initiative →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments :	Typically will need to tell Rhain what we need done or to reach out and check-in on items. This may be more of an organization/planning concern vs an initiative concern as once he is made aware of tasks he looks to complete them. work orders - sometimes				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments :	Rhain is able to communicate to other employees and to 3 rd parties. Sometimes Rhain can become frustrated while communicating with others but for the most part does a good job at leaving these situations. Rhain is able to listen to requests but sometimes may forget about something if its to be done later. office				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments :	Once Rhain is made aware of tasks he generally completes them on time. If a time limit is given, he is typically able to meet it.				

Overall Rating (average the rating numbers above) Overall Rating: 4 (Good)

EVALUATION

- ADDITIONAL COMMENTS**
- Better understanding of his role from other employees.
 - Rhain wants acknowledgment (minimal) for work he completes.
 - Would like to see more planning/organization done. This will likely help with initiative category
 - Avoid frustrated conversations. Ensure follow ups are done in the proper forum
 - Try not be sitting around too much - inquire with individuals if anything can be done.
- GOALS**
(as agreed upon by employee and manager)
- See second page

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

Date: September 16, 2024	Name of employee: Rhain Mainville	Name of supervisor: Joshua Swearengen
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Employee's main goals for this year:

- Would like to better understand how to be able to help others better
- Improve knowledge and use of excel and other programs
- Develop and implement an inventory management system
- Seek to be better informed w new employees and growth of programs (where employees are located / new money coming / if new employees will be hired).

How progress towards the goals will be measured:

- # of meetings with management

- Attend excel training
- Monitor use of excel

- # of meetings held with Dan
- ~~the~~ Status of the system as the year progresses.

- ~~the~~ # of communications received on these topics.
- # of meetings with programs and HR.

Next meeting date:



Self-Evaluation Form

Employee Name:	Rhain Mainville	Job Title:	Manager of Facilities and Purchasing
Date:	Sept 16/24		

Please complete the following information to help prepare for your performance review. Use the spaces provided to include appropriate comments about your job and your performance.

1. What do you consider to be the top three to five priorities of your job as you understand them?
 1. Purchasing - making sure offices have what they need for day to day services.
 2. Facilities - Review leasing needs for office space or long term equipment (copiers)
 3. Purchasing - maintaining inventory for cleaning staff and day to day cleaning needs.
 4. Maintain office equipment and keep an eye on incoming orders
 5. Assist with set up and needs for future events (AGM)
2. What do you see as your greatest accomplishment or successful efforts since the beginning of your employment with Nishnawbe-Aski Legal Services Corporation?

Moving of office space from 1805 Arthur St. to 101 Syndicate Ave with minimal costs.
3. In what area or areas would you like to gain more experience, training or education?

Excel training.
Inventory management
4. What activities or trainings have you participated in to develop yourself professionally?

meetings with staff to assist with needs of the office

5. What could you do to perform your job duties and assigned tasks more efficiently?

Be better informed of
office needs.
Better communication between managers

6. What are your primary *goals and objectives* for your position and program as a
worker?

Assist staff in anyway
that I can.
Assist with the growth of the
organization in a timely and professional
manner.

7. What kinds of professional development activities would you like to do during the coming
year?

Excel training.

8. Other Comments: