

## Self-Evaluation Form

Employee Name: **Colette Shwetz**

Job Title: **HR Manager**

Date: **August 13, 2020**

**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. Ensuring all areas of the Human Resource department supports the mission, vision and strategic direction of the organization;
2. Making sure to stay current on Human Resource legislative requirements (ESA, Human Rights, etc.) and laws and organizational polices are up to date;
3. Provide management/administration with direction and support with staffing and organizational policies;
4. Managing the human resource needs of all staff in the organization to ensure staff are safe, treated fairly and can perform their duties within the expectations in their job description;
5. Be open and approachable so employees have access to a safe and trusting place to go for support; an open door policy as much as possible.

2. What do you see as your greatest accomplishment or successful efforts since the beginning of your employment with Nishnawbe-Aski Legal Services Corporation?

I feel one of my greatest accomplishment since my first day with NALSC would have to be the decrease in staff complaints/issues received and increase in staffing moral and staff retention. I have worked very hard to build trust and equity between all employees and the role of the HR dept. I believe your human resources are the foundation of the organization. I hope to continue building up!

3. In what area or areas would you like to gain more experience, training or education?

I would like more training and/or education in

- culturally appropriate conflict resolution methods. I think this would help me as a human resource manager ensure staff are offered culturally sensitive and respectful solutions as issues arise;
- for each NALSC program and service. This will help me better support the organization in the recruiting of staff, Health and Safety, job descriptions, and all other HR functions.

4. What activities or trainings have you participated in to develop yourself professionally?

Since I joined the NALSC Team, I have changed roles multiple times. During this time, I have focused on learning about the organization, staff and programs to develop a better understanding of the organizational structure and norms. I continue to do this through reading organizational documents, participating on committees, and through interactions with staff.

I have also spent time researching current HR changes and updates in legislation, completed HR modules for Managers, participated in multiple teleconferences for Health and Safety, and attended job fairs when possible.

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

I think the following would help me improve my performance:

- 1) Developing process charts for various HR functions – such as recruitment, orientation, etc.
- 2) Time management – incorporating more structure in my schedule to balance staff interactions and work deadlines.
- 3) Hire support staff – this will help administratively so I can focus on some of the larger HR issues
- 4) Trust my judgement more – I tend to second guess myself and take longer to address issues.

6. What are your primary *goals and objectives for the organization as the HR Manager?*

- To identify and help mitigate HR risks for the organization
- To work with all NAN Members/Communities to bring more awareness to employment opportunities with NALSC;
- To fill all NALSC vacancies so that our programs are fully staffed and program/services are fully supported;
- To work with managers to develop a compensation grid for all programs to support pay equity;
- To ensure all staff are safe and have what they need to work safely in their workspaces;
- To improve the current filing system for HR personnel documents/files so that they are easily accessible and organized for HR staff.

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

I would like to participate in an employee engagement session where I can interact with all employees and get to know them better.

I would like to be more visible in the NAN communities to help NAN members learn more about our programs, our positions, and our recruitment process.

I would like to get my Health and Safety certification. (refresher)

I would like to take on-line HR refresher courses in all areas of Human Resources – staff training, recruitment, compensation, health and safety, and benefits.

Other Comments:

I believe I have demonstrated my ability to restructure and maintain the HR department with limited resources. I have worked with determination to ensure all employees have what they need and corporate risks are identified and addressed. I continue to work very hard to build trust between employees and the HR department and have made giant steps forward.

I have also demonstrated my flexibility to help out with all organizational needs as they arise. I strongly believe in helping where needed, if I have the capacity to do so.

In this unrepresented time, I have adapted to the increased Health and Safety needs of the entire organization while restructuring our recruitment process to continue to fill vacancies and address the HR needs of the organization. My greatest reward working with NALSC is seeing the positive changes that have occurred over the last year, the forward progress, and staff receiving the support they need as NALSC works together as a Team!