HUMAN RESOURCES MANAGER EVALUATION
Employee Performance Review

EMPLOYEE INFORMATION

Name **COLETTE SHWETZ**		Employee ID	
Job Title **Human Resources Manager**		Date Nov. 16, 2021	
Department ADMINISTRATION		Manager Irene Linklater Executive Director	
Review Period 2020-2021			

RATINGS

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	☐	☐	☐	☐	X☐

Comments Colette easily transitioned into remote work at home with the onset and long run of COVID into a second year, as a dedicated HR Manager that supports Staff, Board and the Organization, which lead NALSC to a new Employee Benefit Plan approved by Board, addressed disciplinary/staff termination matters in guiding staff, mediation & Legal advisor to resolve.

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Work Quality	☐	☐	☐	☐	X☐

Comments Prepares key quarterly updates to Board and proposed motions for decision making. Keeps apprised of new HR and Employment legislation, policy and law and initiate reviews to HR policy developments. Open Virtual-Door approach and respectfully supports Staff on HR issues, arranges for staff Training, Contributed to 5 Yr. Strategic Plan as key manager.

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Attendance/Punctuality	☐	☐	☐	☐	X☐

Comments Work at home during COVID-19 has not changed attentiveness to meeting deadlines, leading teamwork committees and achieving results in virtual meetings, teleconference and email.

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Initiative	☐	☐	☐	☐	X☐

Comments Effectively lead JHSC on main office building concerns recommendations to Employer, diligently pressing landlord and his manager to Main office building issues since 2019 in writing on a regular basis on deadlines for remediation responses – where landlord has failed to address.

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Communication/Listening Skills	☐	☐	☐	☐	X☐

Comments Excellent written and verbal communication skills, with a blend of good humour. Good listening skills in working with committees and staff in dealing with Staff meetings, and mediating disputes, developing scope of terms of contract with HR related Contractors – in mediators and HR pay equity plan development pending for Board review.

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Dependability	☐	☐	☐	☐	X☐

Comments Supervises HR related staff by keeping in regular communication offering support and guidance. Independent skills to lead and initiate HR programs to support staff, staff training, lead the HRIS that is in progress for full implementation. Conducts research to bring evidence to support recommendations; and has very good judgement and common sense. Ever ready and supports ED is managerial functions. Appropriately seeks ED feedback on critical issues and proposed solutions.

Overall Rating *(average the rating numbers above)*   **Excellent**

EVALUATION

ADDITIONAL COMMENTS   Colette has a vast range of skill sets and knowledge that adds tremendous value to NAN LEGAL's organizational mandate and vision. She is dedicated and committed to NAN LEGAL's program and services to NAN communities and to building capacity at the community level and throughout the organization.

HR Manager takes effective lead of mediation to staff conflicts and legal challenges of former employees and diligent in the protection of NAN Legal/Employer and pressing action by external legal counsel to resolution.

I approve a salary increment of $4000 to annual salary at $79,000 effective retro-active date of April 1, 2021.

EMPLOYEE INFORMATION

Name   **COLETTE SHWETZ**

Employee ID

Job Title   **Human Resources Manager**

Date   Nov. 16, 2021

Department   ADMINISTRATION

Manager   Irene Linklater Executive Director

Review Period   2020-2021

GOALS
(as agreed upon by employee and manager)

Continue to build cultural awareness, cultural knowledge, cultural understanding, cultural foundation and cultural safety to the NANLEGAL HR system

Continue to work towards potential for a Pay Equity that addresses diverse funding limitations.

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   Colette Shwetz

Date   Nov. 16/21

Manager Signature   Irene Linklater

Date   Nov. 16/21

Goals and Performance Plan (GPP) – <mark>This section is not required: as written by Supervisor</mark> – Irene Linklater

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:	