Self-Evaluation Form

Employee Name: Colette Shwetz Job Title: HR Manager

Date: Oct 5, 2022 Last Evaluation: 2021-11-16

**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?
* To ensure all staff have access to support, services and training needed to be successful in their positions
* Support Managers in filling positions with skillful, dedicated staff to perform the duties of their positions successfully
* Support managers with HR issues, provide guidance and suggestions to resolve staffing issues.
* Policy and legislative review and updating
* Support Managers with HR recommendations to assist with legal issues that may arise.
1. What do you see as your greatest accomplishment or successful efforts since the beginning of your employment with Nishnawbe-Aski Legal Services Corporation?

One of the greatest accomplishments since my employment with NAN Legal is being able to provide staff with adequate HR support – in all areas of the workplace. Another successful accomplishment I feel is noteworthy is maintaining the HR support for all staff as NAN Legal grew in programs and staffing by approx. 40 staff since I started. I have worked hard to keep HR support accessible for all staff.

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

* Conflict resolution
* Workplace investigations
1. What activities or trainings have you participated in to develop yourself professionally?

Hybrid Workplace online courses

CINUP Benefit Conference

General reading and resourcing information

Networking with other HR staff from other organizations

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

More HR staff to support all the areas of HR – Health and safety, Recruitment, HRIS, Benefits, Policies, general staff support, training and general inquiries from staff

1. What are your primary *goals and objectives for your position and program as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?*

**Goals and Objectives:**

* To keep up on all changing HR legislation so I can be well informed to support organizational decisions.
* To be available to staff as they have questions or concerns about all of the areas of HR that effect staff during their employment.
* To ensure a safe working environment for all staff
* To have the skills and resources needed to properly support staff/Managers
* Provide opinions and recommendations to managers regarding hiring, staff issues, etc.
1. What kinds of professional development activities would you like to do during the coming year?

Conflict resolution

Workplace/staff investigations

Mediation

1. Other Comments:

I try very hard to accomplish all that is required of me in my role as HR manager and by all staff at NALSC on a daily basis. With the exciting new growth in our programs, services and staff, I can say the challenge to keep up has been a difficult one. Staff need support regularly and reach out to HR with a plethora of inquiries daily. As most managers would know, it can be overwhelming to keep up at times. I do believe staff receive the HR support they need.

I truly enjoy my job and working with NALSC staff. The rewards most often outshine the bumps in the road!