# Human Resources manager Evaluation



### Employee Performance Review

| Employee Information |
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| Name | Colette Shwetz | Employee ID |  |
| Job Title | Human Resources Manager | Date | Oct. 28-2022 |
| Department | ADM | Manager | Irene Linklater Executive Director |
| Review Period |  |  |  **2021-2022** Last Performance Evaluation: 2021-11-16 |
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| Ratings |
|  | 1 = Poor | 2 = Fair | 3 = Satisfactory | 4 = Good | 5 = Excellent |
| Job Knowledge | [ ]  | [ ]  | [ ]  | [ ]  | X[ ]  |
| Comments | Colette competently fulfills her duties of HR manager in the key area of HR Planning, Selection & Recruitment, Performance Management, Compensation & Benefits, Employee Engagement, Policy formulation, Health & Safety, Employee support. Colette has identified need to develop formal Succession Planning and Employee incentive/reward recognition. |
| Work Quality | [ ]  | [ ]  | [ ]  | [ ]  | X[ ]  |
| Comments | Your work is very well researched, thorough, well formulated, that continues to contribute to the growth and development of NAN LEGAL, to helping staff and ensuring adherence and compliance to rules, regulations and policies. You always seek ways or alternatives to incorporate cultural values of NAN LEGAL clients and staff in the HR functions. |
| Attendance/Punctuality | [ ]  | [ ]  | [ ]  | [ ]  | X[ ]  |
| Comments | Attends on time and regularly in person, on-line, phone. Meets deadlines and adjusts as required. Meets with external legal Counsel to make sure timelines met for protection of NAN LEGAL and deal expeditiously with grievances of former employees.  |
| Initiative | [ ]  | [ ]  | [ ]  | [ ]  | X[ ]  |
| Comments | Acts on strategic decisions to also include envisioning NALSCs diversity & inclusion to current and future needs in workforce and capacity building at communities, to reaching out and recognizing qualified and high potential candidates and to support employee Training to support skill sets growth for cross department internal staff opportunities to empower & engage staff. |
| Communication/Listening Skills | [ ]  | [ ]  | [ ]  | [ ]  | X[ ]  |
| Comments | Mitigates conflicts in addressing issues, overcomes communication blocks and mitigates conflicts, prepares file fact materials and develop options, strived to find ways to lower employee exits in current competitive salary realities. Seeks to identify staff training needs at early stages of recruitment and onboarding. Diligently pursues improvements to Benefits provider. |
| Dependability | [ ]  | [ ]  | [ ]  | [ ]  | X[ ]  |
| Comments | Team Player. Experienced Executive Director has taken on Acting ED for NAN LEGAL. Provides staff with rationale to support their knowledge & adherence to HR policy as standardized to mitigating risks for staff and organization, stability, reduces bias- fair decision making applies to all equally and accountability by all. Lead role in resolving HR legal challenges. |
| Overall Rating (average the rating numbers above) | 5 |
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| Evaluation |
| Additional Comments | Colette has additional duties to HR that includes oversight of property manager oversight, landlord avoidance to address office building problems, and dealing with continued growth of NAN LEGAL new jobs that increases function of job descriptions, recruitment, hiring and dealing with retention challenges across NAN LEGAL legal service and justice program regions. The growth of staff is now over 100 and expected to continue. Colette’s large workload and always ready to help in Board and AGM planning. Got the Pay Equity review going. HR needs more staff and this is to be reviewed together with the new operational model process.Based on merit, high performance/excellent work, qualification incentive for value, and workload increases I approve a $5000 salary increase retro-active to April 1, 2022. |
| Goals (as agreed upon by employee and manager) | I support Colette’s Goals that includes those prevented by COVID and to new areas identified. This is to include Self-Care area. |
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| 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 |  | Date | Oct. 28, 2022 |
| Manager Signature |  | Date | Oct. 28, 2022 |