# administration



### Employee Performance Review

| Employee Information |
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| Name | Colette Schwetz | Employee ID |  |
| Job Title | Human Resource Manager | Date | August 14, 2020 |
| Department | Human Resource | Supervisor - | Executive Director Irene Linklater |
| Review Period | 2020 |  |  |
|  |
| Ratings |
|  | 1 = Poor | 2 = Fair | 3 = Satisfactory | 4 = Good | 5 = Excellent |
| Job Knowledge | [ ]  | [ ]  | [ ]  | [ ]  | √[ ]  |
| Comments | Colette brings a high level HR knowledge to NALSC in the areas of relevant legislation, grievance procedures, HR policy and procedures development/drafting, HR compliance, recruitment, and salary classifications to pay rates development |
| Work Quality | [ ]  | [ ]  | [ ]  | [ ]  | √[ ]  |
| Comments | Colette diligently prepares key HR documents on a regular basis and provides effective recommendations and makes appropriate approvals. Works on a regular basis with Executive Director and leads Management Teams and Staff Committees on drafting documents and strategies in HR training modules, recruitment and hiring, and benefits support |
| Attendance/Punctuality | [ ]  | [ ]  | [ ]  | [ ]  | √[ ]  |
| Comments | Colette always arrives to the office before start time, is on time to meetings and works after hours to meet deadlines as necessary. At times due to vacancy of HR Assistant has to complete additional tasks of the Assistant role. |
| Initiative | [ ]  | [ ]  | [ ]  | [ ]  | √[ ]  |
| Comments | Colette proactively proposes HR related planning approaches with recommendations and aptly makes decisions. Started and leads Joint Health & Safety Committee in developing Terms of Reference, researched and advocates issues to ED that requires Landlord action to address continuing and new Building problems that impacts employees.  |
| Communication/Listening Skills | [ ]  | [ ]  | [ ]  | [ ]  | √[ ]  |
| Comments | Colette is attentive and effectively communicates orally & in writing on a regular basis to staff at meetings of management, all staff, staff committees and one-on-one with staff. Has established respectful, relaxed and professional staff relations |
| Dependability | [ ]  | [ ]  | [ ]  | [ ]  | √[ ]  |
| Comments | Colette is reliable and dependable, completing tasks and producing documents to meeting deadlines, and effectively takes on the duties of Acting Executive Director when requested. |
| Overall Rating (average the rating numbers above) | 5 |
|  |
| Evaluation |
| Additional Comments | Colette is conscientious and strives to provide a fair and balanced culturally sensitive approach to HR duties and seeks to find ways to contribute to upholding NALSC reason for existing in the vision and mandate of legal services and programs to NAN members. Always willing to accept additional workload – but at the same time able to take steps to alleviate overload in working hard to improving recruitment opportunities to NAN members for successful starters and support to the Managers.Effectively dealt with multiple employee grievance cases of long-standing through internal risk assessment and resolution or by identifying need for third party intervention in external HR expertise or for Legal review and resolution to mitigate risk to NALSC. I approve a salary increment of $5000 to annual salary at $75,000.00 effective start date August 17, 2020. |
| Goals (as agreed upon by employee and manager) | 1. HR policy and procedure manual completed
2. HR Training in culturally appropriate conflict resolution – communication
3. Attend a conference of choice and/or program of self- care
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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 |  |
| Manager Signature –  | Irene Linklater | Date | August 14, 2020 |