

2021 ANNUAL PERFORMANCE CHECK IN

ALL EMPLOYEES

Please complete this condensed performance check-in. This form was developed as a replacement for this year's Performance Appraisals due to the challenges presented by Covid-19. Complete all sections of the form, ensure it is signed, and send to Performance.Admin@MyNSLC.com

SECTION I: EMPLOYEE INFORMATION

Employee Name: Sabrina McGrath		Employee Number: [REDACTED]	
Position Title: Manager Class 1		Store #/ BU: 2345	
Leader: Chris Mitton		Leader Emp #: Insert Emp #	Appraisal Date: 6/30/2021
Appraisal Period	From: 4/1/2020	To: 3/31/2021	Number of Years in Position: 4 years

SECTION II: OUR VALUES

The NSLC Values are our guide when making decisions and define how we behave with our customers and with each other. It is expected that all employees consistently demonstrate our values when performing their role. Review the NSLC Values document on Swizzle for sample behaviours.

KNOWLEDGEABLE	We learn & share what we know.
OPTIMISTIC	We celebrate & contribute to the good.
RESPONSIBLE	We keep our purpose at the heart of our business.
RESPECTFUL	We take care of ourselves, each other & our communities.
ENGAGED	We make a positive impact & meaningful connections.
<p>Employee's Comments: I believe living Our Values is the foundation of every successful leader and I consistently demonstrate the Values I expect from my team. My knowledge has increased substantially. I maintain a positive attitude. I am honest, trustworthy, and transparent. I consistently hold myself and others accountable for actions and decisions.</p> <p>Leader's Comments: Click or tap here to enter text.</p>	

SECTION III: DEVELOPMENT GOALS

A development goal is about learning and your personal and career growth. Ask yourself, "What do I need to know more about?" or "What skills or behaviours do I want to learn or improve?"

Goal	Steps to Success	Measure	Planned Completion Date	Results & Feedback	Takeaways
What do I need to accomplish?	How am I going to get there?	What does success look like?		What happened?	What did I learn?
1 Becoming a Class 4 Manager	Gain experience and knowledge by utilizing my Peer Network, Regional Director and HRBP	Class 4 Manager	Ongoing	Keep on this path and continue seeking to understand.	Click here to enter text.
2 Challenging Developmental Opportunities	Push myself out of my comfort zone to gain experiences	Growing Personally and Professionally	Ongoing	Leveraging Peer collaboration to utilize Sabrina at other locations in Pictou County	Click here to enter text.

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3	Peer Collaboration Projects	Working with various stores	Building Relationships with team members	Ongoing	ongoing	Click here to enter text.
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SECTION IV: OVERALL PERFORMANCE RATING

Using the rating scale below, give an overall rating of the employee's performance based on demonstration of Our Values and achievement of Development Goals. Be sure that your rating reflects performance over the entire appraisal period. If you select Not Meeting Expectations or Model Performance, the PA must be reviewed by your Leader before meeting with the employee.

Not Meeting Expectations (1)	Building Performance (2)	Solid Performance (3)	Model Performance (4)
Does not demonstrate all of Our Values or does not demonstrate Our Values consistently. Quality of performance is inadequate and shows little or no improvement. Knowledge, skills, and abilities have not been demonstrated at appropriate levels.	Consistently demonstrates Our Values. Working towards satisfactory performance in all duties and responsibilities of the role. Achieves some but not all goals and is acquiring necessary knowledge and skills.	Consistently demonstrates Our Values and effective performance. Performance is reflective of a fully qualified and experienced individual in this position.	Role model for Our Values and performance. Contributions have tremendous and consistently positive impact which adds value to the organization.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Employee's Comments: I feel FY2021 has been a great year for me personally as well as professionally. I have grown immensely, and have had countless new experiences. My confidence in dealing with issues has dramatically improved. The culture in the store is incredible and I am extremely proud of all we have achieved.</p> <p>**Total sales were \$12.4 million which was \$785,000 (6.74%) above target**. Wholesales were down \$200,000 (-45.46%) due to COVID closures of licensed establishments for extended periods of time. **Average basket was 23.3% above target**. Labour budget was -2.61%. **Sick leave was high this year at 5.02% due to team members taking extended LOA's due to COVID**. WE ID score was disappointing, ending with an 86%. We failed 2 shops. Mask wearing has made it more challenging, however we are committed to achieving a much higher score this fiscal. **Mystery Shop score was disappointing as well with an 89%. We understand a mystery shop is a snapshot in time, however we pride ourselves on great shops and great scores**. We had one Audit this fiscal with a Satisfactory score of 81%. We now have many procedures in place to correct deficiencies which I am confident will lead us to increase our next score.</p>		<p>Leader's Comments: Sabrina has had an exceptional year. Starting the year out in the middle of a renovation right when COVID-19 hit to managing through the pandemic, Sabrina has kept a level head while tackling all challenges that came her way. We have certainly had some team issues, especially a termination. Sabrina did very well to stay calm, organized and resolute. Sabrina has been acting in a class 4 capacity for over two years now and is doing a fantastic job. The store is immaculate whenever I visit, or anyone else from the office visits. Customer service standards have been maintained add a very high level. Congratulations on such a fantastic year Sabrina! I look forward to what FY 2022 brings.</p>	