**<< Farm Name >> MANAGER PERFORMANCE APPRAISAL GUIDELINE**

Please use the following guidelines when completing the Manager Performance Appraisal.

Name – first and last name of the person evaluated.

Date – date the evaluation is written using day month year (DD/MM/YY) format.

Position – title or position of the person evaluated.

Performance Period – month(s) and year(s) of the period person is evaluated. For example, January 2019 - December 2019.

Discussion Date – date the evaluation is discussed and reviewed with the person evaluated; use the day month year (DD/MM/YY) format.

Manager – first and last name of the person completing the evaluation.

Rating Scale

5. Outstanding – no errors, no improvement needed

4. Exceeds Expectations – occasional error, little improvement needed

3. Meeting Expectations – frequent errors, moderate improvement needed

2. Needs Improvement – habitual errors going uncorrected, coaching needed

1. Below Expectations – non-compliance, training required

Safety Criteria

1. Paperwork Completion – completed, submitted as required, errors, correct documents used.
2. Prevention of Foreseeable Incidents & Injuries – following hazard controls listed on the Workplace Hazard & Corrective Action Assessment; following safe work practices and safe job procedures; following rules; wearing correct PPE.
3. Near Miss Reporting – recognizing a potential for an event to turn into an incident that could cause property damage or injury; unforeseeable, didn’t realize the event could possibly happen; must be documented.
4. Farm Inspection Outcomes – form completed correctly, conducted as per schedule, recommendations use one of four hazard controls of elimination, engineering, administrative or PPE. Reasonable timelines to implement corrective actions.
5. Toolbox Meeting Discussions – Detailed by meeting minutes – each section of the leadersheet is filled in with discussion and feedback from the meeting.
6. Warnings Issued – Workers disciplined for non-compliance with the safety program and unsafe acts, behaviours or conditions.
7. On-The-Job Training – training attended & training conducted – using the On-The-Job Training form to document your own position specific training taken or for workers who were hired or transferred and received on the job training from you or another worker.
8. Initiatives – coach/mentor other workers, rewards, using targets, involving contractors in the program, developing programs or activities to enhance hazard control and reduce incidents and injuries, promoting safety at work and at home, survey’s, etc…
9. Program Support – documentation review, meeting deadlines, discussing initiatives with a positive attitude, introducing new processes, using safe work practices and safe job procedures when conducting inspections and while training, training, etc…
10. Program Knowledge – understanding of all program policies, safe work practices, safe job procedures, company rules, and hazard controls (elimination, engineering, administrative, and PPE).

Quality & Productivity

1. Knowledge of Position – understanding of the requirements for the position and day to day tasks.
2. Complaints or Deficiencies – farm owner satisfaction, errors in daily work
3. Job Planning – prioritization, organization, efficiency
4. Leadership Skills – motivation, delegation, positive, trustworthy, creative, responsible, dependable, reliable, communication, feedback, commitment, flexibility, etc.
5. Modeling the Way – set an example, lead so workers want to follow you, credibility
6. Initiatives – training, asking for more responsibility, do more than what is required, thinking and working as a team, consider every opportunity, ask questions, etc.
7. Continued Education for Position – continuous learning of the position.
8. Dependability – productive, work without supervision, attention to detail, punctual, be where you say you are going to be, consistent, etc.
9. Meets Deadlines – doing tasks before they are due or on time.
10. Positive Attitude – engage, confidence, mood, no criticizing or complaining, show interest, avoid gossip, help people, respect co-workers, etc.
11. Work Relationships – know your work, friendly, attentive, appreciate, listen, respect, recognition, personalization, responsiveness, ask for feedback and use the feedback received, etc.
12. Problem Solving – identify the problem, evaluate, execution or follow through, re-examine

Comments – notes of specific criteria both positive and constructive.

Scoring – write the score as a percentage at the top of the page.

**<< Farm Name >> WORKER PERFORMANCE APPRAISAL**

Please use the following guidelines when completing the Worker Performance Appraisal.

Name – first and last name of the person evaluated.

Date – date the evaluation is written using day month year (DD/MM/YY) format.

Position – title or position of the person evaluated.

Performance Period – month(s) and year(s) of the period person is evaluated. For example, January 2017 - December 2017.

Discussion Date – date the evaluation is discussed with the person evaluated; use the day month year (DD/MM/YY) format.

Supervisor – first and last name of the person completing the evaluation.

Rating Scale

5. Outstanding – no errors, no improvement needed

4. Exceeds Expectations – occasional error, little improvement needed

3. Meeting Expectations – Frequent errors, moderate improvement needed

2. Needs Improvement – habitual errors going uncorrected, coaching needed

1. Below Expectations – non-compliance, training required

Safety Criteria

1. Paperwork Completion – completed, submitted as required, errors, correct documents used.
2. Prevention of Foreseeable Incidents & Injuries – following hazard controls listed on the Workplace Hazard & Corrective Action Assessment; following safe work practices and safe job procedures; following rules; wearing correct PPE.
3. Hazard Control – implementing elimination, engineering, administrative, and PPE controls as listed on the Workplace Hazard & Corrective Action Assessment, in the safe work practices, safe job procedures, company rules, and all safety program policies.
4. Near Miss Reporting – recognizing a potential for an event to turn into an incident that could cause property damage or injury; unforeseeable, didn’t realize the event could possibly happen; must be documented.
5. Farm Inspection Participation – recommendations use one of four hazard controls of elimination, engineering, administrative or PPE. Reasonable timelines to implement corrective actions.

Quality & Productivity

1. Knowledge of Position – understanding of the requirements for the position and day to day tasks.
2. Complaints or Deficiencies – errors in daily work, equipment damages, tardiness
3. Continued Education for Position – continuous learning of the position.
4. Dependability/Reliability –productive, work without supervision, attention to detail, punctual, be where you say you are going to be, consistent, etc…
5. Meets Deadlines – doing tasks before they are due or on time.
6. Positive Attitude – engage, confidence, mood, no criticizing or complaining, show interest, avoid gossip, help people, respect co-workers, etc…
7. Problem Solving – identify the problem, evaluate, execution or follow through, re-examine.

Comments – notes of specific criteria both positive and constructive.

Scoring – write the score as a percentage at the top of the page.